SOLICITATION AND OFFER

1. [BLANK]

2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER
	CLK05000181	☐ SEALED BID (IFB) ☒ NEGOTIATED (RFP)	04/28/2005	

7. ISSUED BY CODE CLK
Office of the Clerk
H-154, The Capitol
Washington,DC 20515

TEL: (202) 225-7000 ext. FAX: (202) 225-5888

8. ADDRESS OFFER TO *(If other than item 7)*

,

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and ______ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in see Section L for instructions until 2:00 PM (Hour) local time 06/23/2005 (Date)

CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE *(NO COLLECT CALLS)* AREA CODE	NUMBER	EXT.	C. E-MAIL ADDRESS
	V'Anne Tugbang	202	225-7000		v.anne.tugbang@mail.house.gov

11. TABLE OF CONTENTS

OFFER ***(Must be fully completed by offeror)***

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _________ calendar days *(60 calendar days unless a different period is inserted by the offeror)* from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)

14. ACKNOWLEDGMENT OF AMENDMENTS *(the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):*	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR CODE FACILITY

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER *(Type or print)*

15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.

☐ 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.

17. SIGNATURE

18. OFFER DATE

AWARD ***(To be completed by Government)***

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. [BLANK]
☐ [BLANK] ☐ [BLANK]

23. SUBMIT INVOICES TO ADDRESS SHOWN IN *(4 copies unless otherwise specified)* ITEM

24. ADMINISTERED BY *(If other than Item 7)* CODE

25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER *(Type or print)*

27. U.S. HOUSE OF REPRESENTATIVES
(Signature of Contracting Officer)

28. AWARD DATE

IMPORTANT - Award will be made on this Form or by other authorized official written notice.

Line Item Summary	Document Number	Title	Page
	CLK05000181	Reporting and Transcription Services	

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0001	Reporting and Transcription Services - Base Period	(10/01/2005 to 09/30/2007)	0.00	ea	$	$
0002	Reporting and Transcription Services - Option Year 1	(10/01/2007 to 09/30/2008)	0.00	ea	$	$ OPTION PERIOD
0003	Reporting and Transcription Services - Option Year 2	(10/01/2008 to 09/30/2009)	0.00	ea	$	$ OPTION PERIOD
0004	Reporting and Transcription Services - Option Year 3	(10/01/2009 to 09/30/2010)	0.00	ea	$	$ OPTION PERIOD

TABLE OF CONTENTS

SECTION B -- SUPPLIES OR SERVICES AND PRICES

B.1 DESCRIPTION / PURPOSE OF PRICE SUBMITTAL FORMAT

The Services and Prices Section for Reporting and Transcription Services pursuant to this Request for Proposal (RFP) has three schedules requiring Vendor input:

Schedule B.2 Price Quotation Schedule
Schedule B.3 Rotating Pool Participation Option
Schedule B.4 Committee Preference
Schedule B.5 Stated Capacity

This is a firm, fixed price, indefinite quantity/indefinite delivery contract. The contract will have a base period of 24 months with three 12-month renewal options to be exercised at the sole discretion of the House.

The reporting and transcription services required by the House as described in the Statement of Work (Section C) requires the services of trained and experienced specialty Contractors with the resources to carry out the contractual requirements in an accurate, professional and timely manner. The contract shall commence on the Date of Award to the successful offeror(s). Date of Award by the House of Representatives Contracting Officer will be no later than September 30, 2005.

B.2 PRICE QUOTATION SCHEDULE

Provide your page rate quotation for each delivery type listed below, as defined in Section C.3.B.

Delivery Type	Offeror's Quotation per page
Ordinary	$
Expedited	$
Daily	$

B.3 ROTATING POOL PARTICIPATION

Rotating Pool Vendors will be considered for committee assignments in the event the Primary Vendor is unable to cover hearings of its assigned committees. The hearing assignment process is as described in Section C.4. Rotating Pool assignments are mandatory up to Stated Capacity for Rotating Pool Vendors.

To be included as a Rotating Pool Vendor, circle "**Yes**" below.

Yes, include on the Rotating Pool List

No, do not include on the Rotating Pool List

B.4 COMMITTEE PREFERENCES

From the following list, the Offeror should indicate its committee preferences by filling in from 1 to 10 its top ten preferred committee assignments on the list at B.4.B Committee Preference Listing.

A. Committee List

Agriculture, and all subcommittees

Appropriations: Subcommittee on Agriculture, Rural Development, Food and Drug Administration

Appropriations: Subcommittee on Science, State, Justice and Commerce

Appropriations: Subcommittee on Energy and Water

Appropriations: Subcommittee on Foreign Operations, Export Financing

Appropriations: Subcommittee on Homeland Security

Appropriations: Subcommittee on Interior, Environment

Appropriations: Subcommittee on Labor, Health and Human Services, Education

Appropriations: Subcommittee on Military Quality of Life and Veterans Affairs

Appropriations: Subcommittee on Transportation, Treasury, Housing and Urban Development, the Judiciary, District of Columbia

Armed Services, and all subcommittees

Budget, no subcommittees

Education and the Workforce, and all subcommittees

Energy and Commerce, and all subcommittees

Financial Services, and all subcommittees

Government Reform, and all subcommittees

Homeland Security, and all subcommittees

International Relations, and all subcommittees

Judiciary, and all subcommittees

Resources, and all subcommittees

Science, and all subcommittees

Small Business, and all subcommittees

Transportation and Infrastructure, and all subcommittees

Veterans Affairs, and all subcommittees

Ways and Means, and all subcommittees

B. Committee Preference Listing

List committee preferences, "1" being most preferred. Offeror may use just the shortened committee names in bold typeface on the previous list.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

B.5 STATED CAPACITY

Provide your firm's coverage capability per business day by answering the questions which follow. For purposes of this contract, the answers to the following four (4) questions will be considered your Stated Capacity.

1. What is the number of all-day House hearings Offeror is capable of covering in a day? ________________

2. Of the number indicated in answer to 1., how many of those transcripts can Offeror deliver on a Daily (next-day) basis? ________________

3. What is the number of half-day House hearings Offeror is capable of covering in a day? ________________

4. Of the number indicated in answer to 3, how many of those transcripts can Offeror deliver on a Daily (next-day) basis? ________________

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK

This Request for Proposal (RFP) may be issued to one or more vendors to cover all or part of the estimated requirements contained herein. In responding to this RFP, the bidder offers and agrees to furnish to the U.S. House of Representatives (hereinafter the "House"), in Washington, D.C., reporting and transcription services for House Committees and Subcommittees at the prices set in Section B.2 Price Quotation Schedule, as may be ordered by the Clerk of the House (hereinafter known as the Contracting Officer (CO)). Scheduling of Reporting and Transcription services will be arranged by the Office of Official Reporters (OOR), on an as-needed basis during the period beginning not earlier than October 1, 2005, and ending September 30, 2007, with three (3) one-year option periods which can be exercised at the sole discretion of the House.

Committee and Subcommittee volume and delivery data for FY04 are estimates only (see Section J Appendix B for estimates) and there is no commitment that any particular quantity of services will be needed or ordered.

The selection of Primary Vendors and Rotating Pool Vendors will be based on corporate capabilities, management approach, past performance and cost as described in the submission.

Hearing assignments will be made consistent with the procedure outlined in Section C.4 Bid and Committee Assignments Process. The House reserves the right to reject any bid for noncompliance with this RFP. Sample transcripts with electronic coding data may be requested prior to the award of a contract.

C.2 TERMS OF CONTRACT

This contract is an Indefinite Delivery/Indefinite Quantity (IDIQ), fixed-price type contract. The contract will be for a base period of two (2) years, beginning not earlier than October 1, 2005, and ending September 30, 2007, with three (3) option periods of one (1) year each for exercising thereafter at the sole discretion of the House. The Vendor shall not invoice, nor will the House pay, for services not listed herein.

C.3 SPECIFICATIONS

A. General Specifications

- Vendors shall demonstrate the ability to perform consistent with Section C.5 Responsibilities of the Vendor.

- Hearing assignments will be made according to the procedures outlined in Section C.4 Bid and Committee Assignment Process.

- Regular Notice of hearing assignments shall be made telephonically by the Office of Official Reporters (OOR) by 3:00 p.m. EST, the business day prior to the scheduled hearing. Notification after that time shall be regarded as Late Notification. No sanction or penalty shall be assessed to any Vendor who refuses an assignment based on Late Notification.

- For each hearing covered, the Vendor shall provide an electronic transcript of the proceedings in the format compatible with the specifications contained in Section J Appendix D "Electronic Data Specifications." This electronic transcript shall be submitted as an e-mail attachment, free of viruses, addressed to the following e-mail address: **transcripts@mail.house.gov,** and must be received within the requested delivery time frame. Timely delivery as defined by this contract will be determined by the receipt of the electronic version of the transcript.

- In addition, one (1) original printed transcript, with all Laid-In inserts and committee submissions, in accordance with Section J Appendix C "General Transcript Format Guidelines," must be delivered to Room 1718, Longworth House Office Building, by a Vendor employee possessing a valid House ID card within three (3) business days following the transcript due date.

- Vendors will be paid the contracted rate based on the number of transcript pages and delivery category for each hearing covered. Vendors are responsible for the preparation and submission of billing as a condition to payment and shall follow billing procedures as stated in Section G.2 Invoices.

• Vendors are not allowed to make copy sales of any transcript produced pursuant to this contract.

B. Delivery Specifications

The vendor will submit a bid for each delivery type outlined below. Page rates will apply to any committee to which the vendor is assigned. One Primary Vendor will be selected for each committee and subcommittee listed in Section B.4.A Committee List.

• Ordinary (5-day): Electronic delivery received by 10:00 a.m. EST on fifth business day following hearing.

• Expedited (2-day): Electronic delivery received by 10:00 a.m. EST on second business day following hearing.

• Daily (1-day): Electronic delivery received by 10:00 a.m. EST on next business day following hearing.

C. Rates and Penalties

• Late Delivery Penalty: The CO may impose a late delivery penalty of 25% per page for the first business day a transcript is late, 50% per page delivery penalty for the second day, and a 75% per page delivery penalty for the third and succeeding day(s), when the electronic version of the transcript is not delivered on time.

• Additional transcript copies, if requested by Contracting Officer: $0.50 per page

• Condensed transcript copies, if requested by Contracting Officer: $0.50 per page

• Minimum Billing: Vendors will be entitled to a minimum amount of $250.00 per convened hearing to which they are assigned, provided that the vendor has not covered a separate hearing of the same full committee or subcommittee on that same day, in which case normal page rates will be applicable.

• Late Cancellation: Vendors will be entitled to a payment of $250.00 in the event that notification for a canceled hearing is provided to the vendor after 6:00 p.m. EST on the business day before the hearing.

• Working Hours: The normal business hours for this contract are defined as 8:00 a.m. to 6:00 p.m. EST. The normal business week is defined as Monday through Friday.

• After hours/weekends: An additional payment of $2.00 may be added to the normal page rates for any work performed before or after normal business hours, on weekends, or on Federal holidays.

C.4 BID AND COMMITTEE ASSIGNMENT PROCESS

Primary Vendor: One Primary Vendor award shall be made for each committee, to include all subcommittees of that committee. The only exception will be the Committee on Appropriations, where Primary Vendors will be assigned for each individual subcommittee. When necessary to supplement hearing coverage by the Office of Official Reporters, assignments of hearings of a committee, or its subcommittees, will be made to the Primary Vendor of that committee.

The Primary Vendor must:

Accept assignments of its designated committees and/or subcommittees up to its Stated Capacity, as described in Section B.5 Stated Capacity.

The Primary Vendor may:

Accept assignments in excess of its Stated Capacity.
Refuse any assignment, without penalty, in excess of its Stated Capacity.
Refuse any assignment, without penalty, when given Late Notification.

Rotating Pool: The Office of Official Reporters (OOR) shall maintain a Rotating Pool list, which shall consist of all qualified vendors who have opted to participate in the Rotating Pool. If the Primary Vendor refuses an assignment, the OOR shall assign the hearing to another vendor in the Rotating Pool. Subsequent hearing assignments not covered by the Primary Vendors shall be offered to successive eligible Rotating Pool Vendor participants. Rotating Pool Vendors will be offered their Primary Vendor assignments before being offered Rotating Pool assignments. Participation in the Rotating Pool is optional. Intent to participate must be indicated in Section B.3. Otherwise the House will assume you do not wish to participate as a Rotating Pool Vendor.

A Rotating Pool Vendor must:
Accept Rotating Pool assignments up to its Stated Capacity.
Bill Rotating Pool transcripts at the contracted bid rate.

A Rotating Pool Vendor may:
Accept assignments in excess of its Stated Capacity.
Refuse any assignment, without penalty, in excess of Stated Capacity.
Refuse any assignment, without penalty, when given Late Notification.

Participation in the Rotating Pool is not automatic nor mandatory. Only those bidders who respond "Yes" to the query in Section B.3 will be included. The Rotating Pool Vendor will bill at its own contracted page rates, as indicated in Section B.2, not at the rate of the Primary Vendor of the committee.

C.5 RESPONSIBILITIES OF THE VENDOR

• The Vendor shall employ suitably and sufficiently trained and skilled personnel to perform all aspects of the reporting and transcribing functions outlined to ensure an accurate transcript of the hearing.

• The Vendor's personnel shall be in the hearing room, set up, and prepared to record the proceedings a minimum of 30 minutes prior to the scheduled start of the hearing.

• The Vendor shall notify the Office of Official Reporters by phone a minimum of 30 minutes prior to the scheduled start of the hearing in the event that the Vendor's reporter will not satisfy the above-referenced arrival and preparation deadline. Vendor's business practice should include methods of communication with assigned personnel to facilitate this notification.

• The Vendor shall run concurrent backup recording devices through the duration of the hearing to ensure, at minimum, a duplicate backup recording in the event of a failure of the primary recording device. If the Vendor is employing stenographic reporters, a backup recording is also required. Primary and backup recordings shall be retained by the Vendor for a minimum period of six (6) months after the date of the hearing. Recordings may be taped or digital.

• Generally accepted business attire is required of the Vendor, its employees, and/or subcontractors when providing reporting and transcription services on site.

• Failures to record, gaps in recording, sound system failures, equipment failures, and/or any other occurrence which may result in a deficiency in providing a timely or an accurate transcript shall be reported to the Office of Official Reporters on the date of the hearing, so that the maximum time possible is available to remedy the deficiency. Transcripts with parentheticals indicating "Missing testimony" or "Sound difficulties" or "Equipment failure" should not be delivered to the House, without first reporting the problem to the Office of Official Reporters.

• If given written statements, inserts, and/or added documents for inclusion in the transcript by authorized House committee staff, the Vendor's personnel shall ensure that such materials are properly included in the hard copy transcript delivered to the House.

Failure to comply with any of the above may result in progressive steps to ensure satisfactory contract compliance - Section G.7.

SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the Contractor.

D.2 HC.4.004 MARKING AUGUST 2002

All information submitted, including forms, reports, etc. to the Contracting Officer or Contracting Officer's Representative, or as specified in the contract, shall clearly indicate the contract number for which the information is being submitted.

D.3 HC.4.005 PACKAGING AUGUST 2002

Preservation, packaging, and packing for all items delivered hereunder shall be in accordance with commercial practice and adequate to ensure acceptance by common carrier and safe arrival at destination. Printing, copying, and finishing (e.g., binding of packages) shall be accomplished in the most economical manner consistent with commercial practices. All costs shall be paid by the Contractor.

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 HC.5.003 INSPECTION OF SERVICES JUNE 2002

a. Definitions. "Services," as used in this clause, include services, workmanship, and material furnished or utilized in the performance of services.

b. The Contractor shall provide and maintain a quality assurance system acceptable to the House covering the services under this contract. Complete records of all quality assurance work performed by the Contractor shall be maintained and made available to the Contracting Officer (CO), Contracting Officer's Representative (COR) or their designated representative, during contract performance and for one year after contract termination.

c. The COR has the right to inspect and test all services called for by the contract at all times and places during the term of the contract. The COR shall perform quality assurance reviews and tests in a manner that will not unduly delay or impede the Contractor's work.

E.2 HC.5.004 FAILURE TO PERFORM AUGUST 2002

If the Contractor fails to promptly perform the services or to take the necessary action to ensure future performance in compliance with contract requirements, the CO may:

a. Refer to Section F.5 Payment for Non-performance; or

b. Terminate the contract for default.

E.3 HC.5.005 INSPECTION AND ACCEPTANCE AUGUST 2002

a. Inspection and acceptance of services to be furnished hereunder may be performed at place of performance or destination, by the COR without prior notice, in accordance with provisions specified in this contract. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.

b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.

c. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.

d. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.

e. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend from October 1, 2005 through September 30, 2007 for the base period of the contract. There will be three (3) one-year option periods which can be exercised at the sole discrection of the House.

F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

The House may extend the term of this contract up to three (3) times for a period of twelve (12) months each. Preliminary written notice to the Contractor of the House's intention to exercise these options will be at least sixty (60) days before the contract expires. The preliminary notice does not commit the House to an extension.

The total duration of this contract, including the exercise of any options under this clause shall not exceed five (5) years.

F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the COR by telephone, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

In the event of equipment failure, failure to record, late arrival of reporting staff, loss of data or committee inserts, or other inhibitions to performance, time is of the essence and notification shall be immediate.

F.4 HC.6.007-CLERK SUSPENSION AND DEBARMENT MARCH 2003

a. Suspension of a Contractor temporarily disqualifies that Contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The Contracting Officer initiates suspensions.

(1) When the Contractor and any specifically named affiliates are suspended, the Contracting Officer shall advise the firm immediately by certified mail, return receipt requested;

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the Contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the Contractor. Any such irregularities shall be described in terms sufficient to place the Contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within thirty (30) days after receipt of the notice of suspension, the Contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within twelve (12) months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CO to exclude a Contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the Contracting Officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment

(2) A notice of proposed debarment shall be issued by the Contracting Officer advising the Contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the Contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within thirty (30) days after receipt of the notice, the Contractor or its representative may submit to the CO, in writing through the Contracting Officer's representative or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CO makes a determination to impose debarment, the Contracting Officer shall give the Contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CO determines that limited business dealings between the House and the Contractor are justified.

d. The decision of the CO on the merits of a debarment shall be final. A decision may be appealed by the Contractor, in writing, within ten (10) days of receipt of notification of the decision, to the Committee on House Administration (CHA), only in the event that the CO failed to follow the procedures established herein.

F.5 HC.6.009 PAYMENT FOR NON-PERFORMANCE SEPTEMBER 2001

In the event that the Contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the Contractor, the House may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the Contractor.

F.6 HC.6.010 PLACE OF PERFORMANCE JUNE 2002

House Capitol Hill Office Buildings and U.S. Capitol Building, Washington, DC, unless otherwise authorized by the CO.

F.7 HC.6.014 TERMINATION AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the Contractor, or upon thirty (30) days written notice at the convenience of the House.

b. If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor shall be in accordance with this contract and in effect on the date of the Contract. No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House.

c. Upon termination (including expiration) the Contractor will:

(1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all Contractor representatives and employees on the effective date to COR.

(2) Complete satisfactory settlement of all customer complaints and claims.

(3) Comply with House requirements designed to ensure a smooth transition to any successor Contractor.

(4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.

(5) Promptly remove all Contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may cause Contractor's property to be removed and stored in a warehouse at Contractor's expense. If the Contractor fails to act, this contract authorizes and empowers the CO to take possession of Contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

F.8 NOTICE OF WARNING

Notwithstanding any other provisions for penalty or termination or those for annual review provided for in this RFP, the contract of any Primary or Rotating Pool Vendors to act in their designated capacity may be subject to termination for default after having received a Notice of Warning.
IMPORTANT: One Notice of Warning could result in termination for default.

A Notice of Warning may be issued by the CO to the Primary or Rotating Pool Vendor who engages in the following practices:

- Refusal of Assignment. Refusal of three (3) hearing assignments, without cause. Cause is defined as having reached Stated Capacity and/or receiving only Late Notification.

- Late Delivery. Three (3) occasions of late electronic transcript delivery.

- Non-Conforming Deliverables. Transcript and/or electronic data that either does not conform with General Transcript Guidleines, Electronic Data Specifications (Section J), or is otherwise incorrect and not usable in its delivered condition.

- Late Arrival/Failure to Appear. Primary or Rotating Pool Vendor personnel fails to appear or fails to arrive and be ready to begin reporting 30 minutes prior to scheduled hearing time.

- Failure to Perform. (See Section E.2)

Termination following a Notice of Warning may result in one of the following actions:

1. Termination of the Primary Vendor contract for that committee or subcommittee and assignment to the Rotating Pool for the remainder of the contract period; or

2. Complete termination of a Primary or Rotating Pool contract during the term of the contract or option period.

Following termination, the House may charge the Contractor costs associated with a reprocurement of services as described in Section F.5.

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES FEBRUARY 2005

a. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. To enable the U.S. House of Representatives to send payments electronically to your financial institution, you must first complete an EFT enrollment form to provide your signature and certain information regarding your financial institution. Please visit the U.S. House of Representatives' Office of Finance and Procurement website at www.house.gov/finance for appropriate forms or call the EFT Help Line at 202-226-2277.

b. The Contractor will be paid pursuant to the prices set forth in Section B.2 herein. Payment will be based on the number of lines of text in the transcript. Billable pages are determined by dividing the total lines by twenty five (25). If thirteen (13) or more lines are left over, vendor will be paid for that 13-or-more-line-page as a full page.

Billings shall be submitted on House Voucher only and accompanied by the appropriate transcript back-up as described below. Voucher forms will be provided to each vendor via electronic format. Vouchers and transcript back-up should be submitted as soon as practicable after services are performed. Each voucher shall contain the name of the committee at the top of the voucher, the date of services provided, payee (vendor name and address), description of services including quantity, unit price, and committee or subcommittee for which services were performed, and the H.I.R. code. All vouchers shall be accompanied at a minimum by a copy of the first and last page of each transcript shown on the voucher and, if applicable, (a) the page with the indication 6:00 p.m. EST for pages reported after 6:00 p.m. EST, (b) a complete copy of the transcript billed only when there is copied-in material or laid-in material for which a lesser rate is in effect. Vouchers and computation sheets shall be sent directly to the Office of Official Reporters via fax (202) 225-3308. The Office of Official Reporters will review the House voucher for accuracy, and forward the voucher with related documents to the named committee for the Chairman's approval and signature. The signed voucher and related documents will be returned to the Office of Official Reporters who will create the appropriate cover letters for delivery and processing of the voucher by the Office of Finance and payment via EFT to the vendor.

The Contractor shall be considered an independent Contractor, and the Contractor shall not under any circumstances, be considered servants or agents of the House. The House shall not withhold from the contract payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, social security tax or any other amounts for benefits to the Contractor. Furthermore, the House shall not provide to the Contractor any insurance coverage or other benefits, including worker's compensation, normally provided by the House. The pricing provided in Section B.2 is a loaded rate, which includes all contract-related general, administrative, and/or incidential expenses.

c. The House does not pay federal, state or local taxes unless mandated by law.

d. All follow-up vouchers shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate Office of Finance personnel.

G.3 HC.7.007-CLERK AUTHORIZED HOUSE REPRESENTATIVES MARCH 2003

a. Contracting Officer (CO):

Jeff Trandahl, Clerk of the House, Office of the Clerk

Room H-154, The Capitol, U.S. House of Representatives
Washington, DC 20515-6601
Telephone: (202) 225-7000 Fax: (202) 225-1776

The Contracting Officer has the overall responsibility for the award and administration of this contract. The Contracting Officer alone, without delegation, is authorized to take actions on behalf of the House to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details, and/or delivery schedules. However, the Contracting Officer may delegate certain other responsibilities to authorized representatives.

Additional responsibilities of the CO are as follows:

· Reviewing the COR's reports and indicating acceptance or rejection. If rejected, the CO will note the reason for the rejection and recommend any changes that will bring the report into acceptance. The CO will forward these reports back to the COR.

· The CO is required to approve all contract modifications, including cost changes.

b. Contracting Officer's Representative (COR):

Joe Strickland, Office of Official Reporters, Office of the Clerk
Room 1718, Longworth House Office Building, U.S. House of Representatives
Washington, DC 20515-6601
Telephone: (202) 225-2627 Fax: (202) 225-3308

The COR, to be appointed by the Contracting Officer, is designated to assist in the discharge of the Contracting Officer's responsibilities when the CO is unable to be directly in touch with the contract work. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the Contracting Officer's Representative in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the Contracting Officer and Contract Administrator of any factors which may cause delays in delivery and/or performance of the work; reviewing and approving Contractor vouchers and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, or pricing of the contract or direct the Contractor to perform services outside of the scope of the contract.

Additional responsibilities of the COR are as follows:

· Reviews and approves the status from, and performance reports on, the Contractor.

· Processing of Contractor vouchers.

· Providing the CA with all contract related documents (e.g. reports) for the official contract file.

c. Contract Administrator (CA):

V'Anne Tugbang, Office of the Clerk
Room H-154, The Capitol, U.S. House of Representatives
Washington, DC 20515-6601
Telephone: (202) 225-7000 Fax: (202) 225-5888

The Contract Administrator prepares and issues all modifications to the contract, maintains the contract file with all reports, contractual nomenclature, and responds to contractual inquiries or concerns from the COR or Contractor on behalf of the CO.

The CA is also responsible for:

· Ensuring all required documents are in the contract file.

· Reviewing written reports.

G.4 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE FEBRUARY 2005

a. The Contractor shall identify the Authorized Contractor Representative (ACR), and provide the information listed below:
Name:
Title:
Address:

Business Phone:
Alternate Phone (Cellular, Home, etc...):
Fax:
E-mail:

b. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract in a timely manner. Such notice will be provided verbally to the COR and Contracting Officer. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the Contractor proposes to mitigate the delay. This notification does not relieve the Contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.5 HC.7.009 KEY PERSONNEL FEBRUARY 2005

a. The Contractor shall assign key personnel by name and title. The Contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the Contractor shall designate a program manager as key personnel.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The Contractor must notify the CO of changes to key personnel thirty (30) calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from Contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the Contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within ten (10) business days.

G.6 HC.7.010 POST AWARD CONFERENCE FEBRUARY 2005

A post award conference will be held with the Contractor to review contract administration issues, unless the House and the Contractor determine that such a conference is not necessary.

G.7 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE FEBRUARY 2005

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.8 HC.7.013 DELEGATION OF AUTHORITY AUGUST 2002

The parties to this contract, in their discretion, may delegate to representatives within their respective organizations any of their ministerial functions in connection with this contract, but may not absolve themselves of accountability for performance of said functions. All delegations of authority by the Contractor to fulfill the obligations of this contract will be made in writing to the Contracting Officer (CO), U.S. House of Representatives (House).

G.9 HC.7.021 CUSTOMER SURVEYS APRIL 2003

The Contractor may be assessed on a periodic basis through use of customer surveys. Surveys will be conducted at least once per annum, though they may be conducted more frequently at the discretion of the House. Surveys shall be provided to the Contractor at least fifteen (15) days prior to release for review and comment. Though the House will consider all comments submitted, the content and format of the survey is at the final discretion of the House.

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE MAY 2001

The Contractor shall carry and maintain, during the entire period of performance under this contract, the following:

a. Workers' compensation and employee's liability insurance: minimum $100,000 per incident.

b. Comprehensive general liability: minimum of $1 million bodily injury per occurrence.

c. Other insurance as directed by the Contracting Officer.

H.2 HC.8.002 IDENTIFICATION BADGES MAY 2001

The Contractor shall see that each new employee has a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7:00am to 7:00pm EST, and Saturday 7:00am to 1:00pm EST. House identification badges will not be issued to a Contractor employee unless the Capitol Police forms for a background check are submitted in accordance with clause HC.8.003 of this contract. House procedures will be followed with regard to contract employees. Failure by the Contractor to obtain employee badges in a timely manner could be grounds for termination.
The Contractor shall surrender all employee identification cards, decals, keys, etc. issued by the House upon the effective date of termination (or expiration) to the COR. Failure to do so may cause delay in payment of outstanding invoices.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK MAY 2001

a. The U.S. Capitol Police will screen all Contractor employees working on this contract who have access to House facilities or information in the performance of contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the Contractor will have working on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the COR. The COR will then direct the Contractor to immediately remove that employee from any work under this contract.

c. All Contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police every three years.

H.4 HC.8.004 INFORMATION SECURITY OCTOBER 2003

All Contractor software, hardware, and personnel that interface with House offices, including Leadership, Member, Committee, Officer and subordinate offices, such as House Information Resources (HIR), are subject to the rules, regulations, and sanctions as outlined in House Information Security Policies (HISPOL). HISPOLS may be obtained on the Internet at www://house.gov by clicking on Current Solicitations under the General Information heading, and then selecting Current Solicitations again. A hard copy may be obtained by calling the HIR Information Systems Security Office at 202-226-4988.

H.5 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.6 HC.8.006 NEWS RELEASES MAY 2001

No news releases, press conferences, print or web based advertisements pertaining to this contract will be made without prior written approval of the Contracting Officer.

H.7 HC.8.007 AFFIRMATION OF NON-DISCLOSURE AUGUST 2003

Due to the sensitive and confidential nature of information that the Contractor may come in contact with during the performance of work at the House, the Contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" (Section J Appendix A) prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House.

H.8 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS JUNE 2001

The House and Contractor agree that all data procured under this contract and data transferred by the House to the Contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The Contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House Contracting Officer. This includes Freedom of Information Act (FOIA) requests.

H.9 HC.8.014 CONTRACT TYPE - IDIQ AUGUST 2002

This is an Indefinite Delivery/Indefinite Quantity contract, applying established fixed rates for services. Orders issued will be Firm Fixed Price based on pricing in Section B.2.

H.10 HC.8.016 GOVERNMENT LIABILITY AUGUST 2002

Consistent with the Federal Tort Claims Act (28U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the Vendor's personnel or damage to the Vendor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

H.11 HC.8.024 INCIDENTAL SERVICES, TRAVEL, AND EXPENSES JUNE 2002

Unless separately priced and awarded, the cost of all local (Washington, D.C. metropolitan area) services, travel, and any other expenses incurred incident to performance of work shall be borne by the Contractor.

SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the Contractor's facilities, or in any other manner communicate with Contractor personnel during the performance of this contract, shall constitute a change under this contract.

b. The Contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration (CHA), or made pursuant to specific authority otherwise included in this contract.

c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the Contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

a. In connection with the performance of work under this contract, the Contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.

b. The Contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.3 HC.9.003-CLERK DISPUTES MARCH 2003

Any dispute shall be decided by the CO, who shall reduce the decision to writing or otherwise furnish a copy thereof to the Contractor. Within thirty (30) calendar days from the receipt of such copy, the Contractor may appeal in writing to the CO. The CO's decision shall be final. The Contractor may appeal the CO's decision to the Committee on House Administration (CHA) only for violations by the CO for failure in following procedural guidelines within thirty (30) calendar days of the CO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.004 AVAILABILITY OF FUNDS MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the Contracting Officer for this contract.

I.5 HC.9.005 DISCRETIONARY CONTRACT - IDIQ MAY 2001

Use of this contract vehicle to obtain the products and/or services provided herein is at the sole discretion of each House Office. No legal liability on the part of the House exists for any minimum order quantity or that all products and/or services provided herein must be obtained exclusively through this contract vehicle (i.e. a "requirements" contract).

I.6 HC.9.006 RELEASE OF CLAIMS MAY 2001

After completion of work, and prior to final payment, the Contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

I.7 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.8 HC.9.008 TAX EXEMPTION JUNE 2002

Unless otherwise provided by statute, the House is exempt from all taxes, including any sales and use taxes.

I.9 HC.9.009 COMPLIANCE WITH ALL LAWS JUNE 2002

Contractor warrants that the products sold or services furnished under this order have been produced or furnished in full and complete compliance with all applicable laws and regulations. Contractor agrees to execute, upon the House's request, the House's standard form of Certification of Compliance covering any law or regulation, which Certification of Compliance form, upon execution by Contractor, shall become a part hereof without further reference thereto. Contractor further agrees to hold the House harmless from any and all liabilities, claims, fines, penalties, including reasonable costs and settlements, which may arise out of the delivery by Contractor of items which do not meet the requirements of any applicable laws or regulations.

I.10 HC.9.011 LIABILITY OF THE CONTRACTOR JUNE 2002

Contractor assumes all risk of loss of or damage to any property of the House entrusted to Contractor while in Contractor's possession or otherwise under Contractor's control. In the event of loss or irreparable damage, Contractor shall promptly reimburse the House for the value of the article. Any other damage shall be promptly repaired by Contractor at Contractor's expense.

I.11 HC.9.013 GRATUITIES JUNE 2002

This order may be terminated if it is determined by the House that a gratuity (e.g., an entertainment or gift) was offered or given to any Member, officer, or employee of the House with the intention of obtaining this order or gaining favorable treatment under this order. No Member, officer, or employee of the House shall share any personal benefit of this order.

I.12 HC.9.014 ASSIGNMENT JUNE 2002

Neither this order nor the obligation of Contractor to perform hereunder shall be assigned or delegated by Contractor without the House's consent. Waiver by either party of any default by the other hereunder shall not be deemed a waiver by such party of any other, subsequent default. None of the provisions, terms and conditions contained in this order may be added to, modified, superseded or otherwise altered except by a written instrument signed by the authorized representative of the party against whom its enforcement is sought, and each shipment received by the House from Contractor shall be deemed to be only upon the terms and conditions contained herein regardless of any contrary or additional provisions contained in any acknowledgement, invoice or other form of Contractor and not withstanding the House's act of accepting or paying for any shipment or similar act of the House.

I.13 HC.9.015 HOUSE RULES MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

I.14 HC.9.019 BUY AMERICAN MARCH 2003

Unless otherwise specified, items are to be of the growth and manufacture of the United States, provided such items are upon as good of terms regarding quality and price as like items of foreign growth and manufacture. An item shall be deemed to be manufactured in the United States if more than fifty percent (50%) of the cost of its components are of the growth and manufacture of the United States.

(a) Definitions. As used in this clause--

"Component" means an article, material, or supply incorporated directly into an end product.

"Cost of components" means--
(1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph one (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.

"Domestic end product" means--
(1) An unmanufactured end product mined or produced in the United States; or
(2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds fifty percent (50%) of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

"End product" means those articles, materials, and supplies to be acquired under the contract for House use.

"Foreign end product" means an end product other than a domestic end product.

(b) The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled "Buy American Act Certification."

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The Offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.002 FINANCIAL INFORMATION JULY 2001

The Offeror shall furnish company financial data for the last three (3) years at a minimum. To comply with this requirement, the offeror shall furnish copies of audited financial statements or Annual Reports published. Publicly held companies must also provide copies of Securities and Exchange Commission 10-K Reports and Proxy Statements filed.

K.3 HC.11.006 QUALITY INFORMATION JULY 2001

Quality Policy

a. Total quality management process, if any

b. Quality reporting to client

c. Customer satisfaction guarantees and assurances.

K.4 HC.11.007 ELIGIBILITY FOR AWARD JULY 2001

The Offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.5 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL JULY 2001

In the event the Offeror receives award of this contract, the award shall be based on the prices set forth in the Offeror's proposal provided that the House makes the award of the contract **within ninety (90) calendar days** after receipt of the offer.

K.6 HC.11.016 DUN & BRADSTREET NUMBER AUGUST 2002

Offeror's Dun and Bradstreet Number ________________________________.

K.7 HC.11.017 AUTHORIZED COMPANY OFFICIALS AUGUST 2002

The Offeror represents that the following individual(s) are authorized to negotiate on its behalf with the House in connection with this RFP. Please provide the following information in table format of each individual: individual's name and title, telephone number, e-mail address.

K.8 HC.11.019 SIGNATURE AUGUST 2002

I certify that these representations, certifications, and other statements are complete and accurate to the best of my information, knowledge, and belief.

_______________________________________ ________________
NAME OF OFFEROR DATE

____
SIGNATURE OF PERSON
AUTHORIZED TO SIGN

____
PRINTED NAME OF PERSON
AUTHORIZED TO SIGN

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.003 SUBMISSIONS MARCH 2004

Offerors shall submit one (1) electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the Offeror can meet the House's requirements. Proposals shall be submitted to the e-mail address shown in Section L.7. Facsimile proposals will be accepted.

L.2 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL OCTOBER 2001

The House will accept facsimile proposals and e-mail proposals by the time and date specified in Section L.7. Late proposals may not be accepted by the CO.

Proposals may be withdrawn by fax or e-mail received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in Section L.3. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered.

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the time of receipt by the CO is the time/date stamp on the e-mail or fascimile or other documentary evidence of receipt maintained by the CO.

(4) Proposals may be withdrawn by e-mail received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in Section L.2. Proposals may be withdrawn in person by an Offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.4 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

(1) by signing and returning the amendment,

(2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or

(3) by e-mail or fax, if authorized, the CO must receive the acknowledgment by the time specified for receipt of offers.

L.5 HC.12.008- INFORMATION DISTRIBUTION AND CONTACTS MARCH 2003

CLERK

It is the intention of the House to provide equal treatment of all Offerors involved in the proposal and award process. To achieve this goal we intend to provide all information relevant to the process to all participating offerors. Such information will include the distribution of all questions and answers to all participants. All questions from Offerors will be submitted in writing.

The primary contact for all communications and questions is:

V'Anne Tugbang
U.S. House of Representatives
Office of the Clerk
H-154, The Capitol
Washington, D.C. 20515-6601
(202) 225-7000

L.6 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.7 HC.12.010 CONTENT OF PROPOSALS JULY 2001

The Offeror shall provide one (1) electronic version in MS Word format of their proposal response to this RFP by June 23, 2005, 2:00 p.m. EST, by e-mail attachment addressed to **V.Anne.Tugbang@mail.house.gov** or by fax to **202-225-5888**.

The following schedule applies to submission of quotes for this requirement:

Pre-proposal Conference	June 1, 2005
Final Date for Submission of Questions*	June 9, 2005
Request for Proposal (RFP) Submission	June 23, 2005
Estimated Contract Award Date	September 30, 2005

<u>Question and Answer Schedule</u>. The Offeror may submit questions in writing via email to the Contract Administrator identified above by 12:00 noon EST, Thursday, June 9, 2005.

<u>Pre-proposal Conference</u>. The House will host a Pre-proposal Conference at 10:00AM EST on Wednesday, June 1, 2005 in room B106 of the Cannon House Office Building. The House will provide a detailed walk through of the RFP and will host a question and answer session.

Due to security requirements, the Offeror will only be permitted three (3) attendees for the Pre-proposal Conferece. Attendees must be registered with the Contract Administrator in the Office of the Clerk by 12:00 noon EST, Tuesday, May 31, 2005. Register via phone at (202) 225-7000 or by email: V.Anne.Tugbang@mail.house.gov.

Offerors responding to this RFP shall be evaluated on and therefore shall provide the following, along with their GSA Schedule (if applicable).

The Offeror's Proposal shall include:

* Section A - Cost Proposal
* Section B - Proposed Management Approach to the Statement of Work Requirements
* Section C - Corporate Capabilities and Past Experience

Offeror's proposal must map responses directly to the requirements in Section B and Section C.
Specifically, the offeror must indicate (by number) the response to each of the requirements listed in Section B and Section C.

Offerors are to sign and date Item 17 of the Request for Proposal form along with their proposal.

L.7.1 Section A - Cost Proposals. The Offeror's cost proposals shall be provided in this section. Prices are to be quoted as a fixed page price in the format prescribed in Section B.2 for each delivery type.

L.7.2 Section B - Proposed Management Approach to the Statement of Work (SOW) Requirements

The description of the Offeror's plan to provide reporting and transcription services to the House of Representatives shall include:

1. Method of reporting or recording (i.e. stenography, tape or digital recording, voice writing, mask reporting)
2. Method of transcription (i.e. CAT software, voice recognition software, tape or digital transcription via word processing software)
3. Number of reporters designated for House assignments
4. Number of transcribers designated for House assignments
5. Total number of full-time work force who are considered independent contractors
6. Method for developing and managing preparation and review of deliverables, including process for assuring the timely delivery, quality, and accuracy of transcripts.

The Offeror shall include a proposed staffing approach that addresses the management and timing of staffing decisions for assigning people to the House reporting and transcription assignments. The staffing approach must be definitive enough to provide the House with a clear understanding of how the Offeror intends to staff this contract (with Key and non-Key Personnel) to successfully meet all requirements of the statement of work.

L.7.3. Section C - Corporate Capabilities and Past Performance

This section shall contain the Offeror's corporate capabilities and past experience in performing similar services. The Contractor shall provide a general description of the company and its structure, including overall corporate capabilities and service offerings. The Contractor shall provide applicable support experience performing similar services as described in Section C. Descriptions shall be no more than one (1) page in length, and shall address each of the following areas:

1. Name and address of company

2. Company history, to include:
   Original founding date
   Original ownership or partners

Original component organizations, if formed as a result of merger
Date organization began operating under present name
Number of years organization has offered reporting and transcription services

3. If a corporation, provide:
   Date of incorporation
   Place of incorporation
   Name, address and phone contacts of President, Vice President,
   Secretary and Treasurer

4. If a sole proprietorship, provide:
   Date of organization
   Name, address and phone contacts for all partners or owners

5. List legislative, judicial or executive branch entities for which your company has provided reporting or transcription services in the preceding five (5) years. Provide:
   Name of entity
   Nature, frequency, and annual dollar volume of work performed
   Dates service began and ended
   Agency representative contact who would be familiar with your performance record, with phone contact
   If previous experience with the House, list committees served

6. Has your firm ever failed to complete any contract awarded?
   If so, provide when, where, and give an explanation.

7. Has your firm's owner, partner, or officer ever been the owner, partner or officer of a company that has ever contracted to perform reporting or transcription services for the House of Representatives?
   If so, provide name of person and company.

8. Has your firm ever received a Letter of Warning or other written admonition regarding performance governed by any House of Representatives contract, any Federal, State, or any District contract, due to:
   Failure to appear
   Late delivery
   Refusal of assignments
   Customer complaints
   Nonconforming deliverables

9. Has any owner, partner, or officer of your firm ever been the owner, partner, or officer of another company that has failed to complete a contract? If so, please state the circumstances.

10. The Offeror shall submit Personnel Resumes (2 page per person maximum) for Key Personnel who shall be performing work under this contract.

11. The Offeror shall provide the name of the employee who will be designated Point of Contact for this contract, and who will be authorized to accept hearing assignments.

It is important that the proposal be organized as specified, since the score sheet used during the evaluation will parallel the order specified in the solicitation. Each part, properly identified, will be in the order specified above. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD JULY 2001

The House intends to make multiple awards to Offerors whose proposals meet the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors that are listed in descending order of importance:

(1) Corporate capabilities

(2) Past performance

(3) Management approach

(4) *Price

*The proposal is presumed to represent the Offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the Offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.

2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

3. Price. Evaluation factors other than price, when combined, are significantly more important than price.

M.2 HC.13.002 CONTRACT AWARD JULY 2001

a. The House intends to award multiple contracts resulting from this solicitation to the responsible offerors whose offer conforms to this solicitation, taking into account the factors contained in M.1 Evaluation Factors for Award.

b. The House may:

(1) reject any or all offers, if such action is in its interest,

(2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award multiple contracts without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

Section J – Attachments

Appendix A:	Affirmation of Non Disclosure Form – 1 page
Appendix B:	Historical Committee Volume and Delivery Data – 3 pages
Appendix C:	General Transcript Format Guidelines – 40 pages
Appendix D:	Electronic Data Specifications – 17 pages
Appendix E:	Payment Voucher Example – 1 page

Attachment A

Affirmation of Non-Disclosure

This statement should be signed by ***employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services.*** This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such employees. ***Copies of the executed oath shall be retained by the employing authority as part of the records of the House.***

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

___________________________________	______________________________
Contractor Personnel Name	Title
___________________________________	_______________________
Signature	Date

Company Name:____

Contract Number:____

Program Manager:____

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope “Affirmation of Non-Disclosure Forms” and mail or deliver to the Contracting Officer’s Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and POINT OF CONTACT

Appendix B

Historical Committee Volume and Delivery Data

The following information is for guidance purposes only and reflects data taken from calendar years 2000 through 2004. Bidders should not rely on this information as a predictor of future activity. Actual volume and delivery requirements may change during the contract period without advance notice.

Committee	Usual Delivery	Hearing Count 2000 *	Hearing Count 2001 *	Hearing Count 2002 *	Hearing Count 2003 *	Hearing Count 2004 *	Average Pages per hearing **
Agriculture	Ordinary	49	53	21	35	24	92
Appropriations Agriculture	Daily	9	8	10	5	11	100 ***
Appropriations Foreign Operations	Daily	7	11	7	6	7	100 ***
Appropriations Interior	Daily	10	9	11	9	19	100 ***
Appropriations Labor-HHS	Daily	24	22	33	25	28	100 ***
Appropriations Energy and Water	Daily	6	5	5	5	5	100 ***
Appropriations Homeland Security	Daily	9	9	N/A	N/A	N/A	100 ***
Appropriations Military Quality of Life	Daily	9	3	8	8	5	100 ***
Appropriations Science, State, Justice, Commerce	Daily	13	10	14	15	15	100 ***
Appropriations Transportation, Treasury	Daily	12	15	13	13	7	100 ***
Armed Services	Ordinary	62	54	68	69	90	97

Committee	**Usual Delivery**	**Hearing Count 2000 ***	**Hearing Count 2001 ***	**Hearing Count 2002 ***	**Hearing Count 2003 ***	**Hearing Count 2004 ***	**Average Pages per hearing ****
Budget	Daily	26	24	17	17	15	115
Education	Ordinary	68	60	61	69	43	81
Energy and Commerce	Ordinary	110	121	106	97	100	116
Financial Services	Ordinary	51	73	63	88	64	104
Government Reform	Ordinary	163	132	153	176	168	103
Homeland Security	Daily	N/A	N/A	N/A	41	27	98
International Relations	Ordinary	99	78	61	84	91	71
Judiciary	Ordinary	127	94	100	101	91	66
Resources	Ordinary	131	109	105	86	89	79
Science	Daily	49	63	45	47	40	66
Small Business	Ordinary	33	45	37	56	31	72
Transportation	Expedited	71	82	76	76	58	73
Veterans	Ordinary	36	32	37	46	34	74
Ways and Means	Expedited	80	78	68	62	55	86

* Not all hearings were assigned to the Primary Vendor; only those not covered in-house by the Office of Official Reporters

** Average number of pages derived by dividing the 5-year page total by the 5-year total number of hearings.

*** No individual Appropriations subcommittee data is available on average hearing length. This figure represents an average page count for all Appropriations subcommittees.

Five-Year Total Committee Page Volume
2000 - 2004

Committee	Pages
Government Reform	81,815
Appropriations	71,058
Energy and Commerce	62,145
Resources	41,091
Financial Services	35,394
Judiciary	33,782
Armed Services	33,360
Ways and Means	29,539
International Relations	29,181
Transportation	26,643
Education	24,413
Agriculture	16,817
Science	16,077
Small Business	14,634
Veterans Affairs	13,603
Budget	11,426
Homeland Security *	6,641

* Homeland Security established in 2003, thus only 2 years of data reflected.

Appendix C

U.S. HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK
Office of Official Reporters
Washington, DC 20515-6615

TRANSCRIPT FORMAT GUIDE

Including General Guidelines for All Transcripts and Committee-Specific Instructions

109th Congress, Calendar Yrs 2005 and 2006
Washington, D.C. 20515-6615
March 25, 2005

** FIRST PRINTING - MAY BE REVISED **

Please address questions to:

Dan Hall, Chief Clerk
(202) 225-2627

TABLE OF CONTENTS

I. General Format Information for All Transcripts

A. PHYSICAL SPECIFICATIONS

Size of page - All transcripts shall be printed on white paper of good quality, size 8-1/2 x 11 inches. Pages are to have imprinted marginal lines 1-3/4 inches at the left and 3/4 inch on the right.

Length of lines; number of lines to page - Lines shall be composed of 61 spaces/characters consisting of 10 Courier characters per inch, or equal. On all pages the text must be as close as possible to the margin at the left of the page, and shall extend as nearly as possible to the opposite margin. Paragraph indentations may not exceed five spaces. Where lines are short because of context, they shall be considered full lines. Payment will be based on the number of lines of text in the transcript divided by 25 to ascertain the total number of billable pages. Remainder of 12 lines or less will not be paid for. Each page shall contain no more than 25 lines, double-spaced, with lines containing text numbered consecutively throughout the transcript.

Numbering pages in transcript - The pagination of the transcript shall be in single series of consecutive numbers.

Binding of transcripts - The entire record shall be securely bound in heavy paper of good quality, continuing the established practice in the House, unless a particular committee expressly states that no covers are to be provided.

Table of Contents for Transcripts - Please note that a table of contents is not required for committee hearing transcripts.

Sales - **Sales of transcripts are not permitted.** Transcripts remain the property of the U.S. House of Representatives.

B. TRANSCRIPT DELIVERY REQUIREMENTS

Ordinary Delivery - Due by 10:00 a.m. on the fifth business day following the hearing
Expedited Delivery - Due by 10:00 a.m. on the second business day following the hearing
Daily Delivery - Due by 10:00 a.m. on the next business day following the hearing

An original copy of the transcript is to be delivered to the Office of Official Reporters, Room 1718, Longworth House Office Building. The electronic version should be E-mailed to the Official Reporters' E-mail box (transcripts@mail.house.gov) by the times noted above. See contract for further details.

C. RETENTION OF STENOTYPE NOTES AND/OR RECORDING TAPE

Unsworn Hearings: All stenotype notes and/or electronic recording tapes/cassettes must be retained for a period of one (1) year following the date of the unsworn hearing.

Sworn Hearings: All stenotype notes and/or electronic recording tapes/cassettes must be retained for a period of five (5) years following the date of the sworn hearing.

D. HANDLING OF INSERTS

Three hole punch each insert. Inserts are placed in the original transcript only, behind the page where the insert is designated. **If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure these thicker inserts with binder clips, placing one on the top and bottom of the back cover.**

There are **exceptions** to the rule. See Individual Committee Instructions for the: Committee on Agriculture; Committee on Financial Services; Committee on Energy and Commerce; Committee on Government Reform; Committee on Science; Committee on Transportation and Infrastructure; Committee on Veterans' Affairs; and Committee on Ways and Means.

Delivery Requirements for Executive Session (unclassified) Hearings:

a. Type 'EXECUTIVE SESSION" on the title page, as well as on the front and back covers.
b. Original only of the transcript of proceedings (with inserts) to be delivered by the vendor..

E. ADJOURNMENTS/DIVISION OF TRANSCRIPTS

1. Multiple Transcripts - If more than one transcript is required from the same hearing, the first transcript ends as follows:

[Whereupon, at 11:10 a.m., the committee (subcommittee) proceeded to other business.]

Begin the next transcript with a complete new title page. The new title page will be convened as follows:

The committee met, pursuant to other business, at 11:15 a.m., in Room H-110, The Capitol, Hon. John Jones [chairman of the committee] presiding.

2. Open/Closed/Executive Session - If a committee or subcommittee goes from open session to closed (or executive), the first transcript ends as follows:

[Whereupon, at 11:10 a.m., the committee (subcommittee) proceeded in Executive Session.]
or
[Whereupon, at 11:10 a.m., the committee (subcommittee) proceeded in Closed Session.]

Type complete new title page for closed session (separate transcript). The closed transcript will be convened as follows:

(The committee proceeded in Executive Session at 11:15 a.m., in Room H-110, The Capitol, Hon. John Jones [chairman of the committee] presiding.)

NOTE: If the Chairman indicates that the hearing will be proceeding in classified session, and the reporter does not have the appropriate security clearances, the reporter MUST stop the hearing immediately until a properly cleared replacement can be found.

3. Adjournment Format - Sample concluding format designations:

Lunch or Mid-day Recess:

[Whereupon, at 11:55 a.m., the subcommittee recessed, to reconvene at 1:30 p.m., the same day.]

End of day:

[Whereupon, at 4:00 p.m., the subcommittee was adjourned.]

- **If a time for reconvening is indicated, add that to end-of-day adjournment:**

  [Whereupon, at 4:00 p.m., the subcommittee recessed, to reconvene at 9:30 a.m., Thursday, June 1, 2002.]

- **If the chairman says adjournment is subject to the call of the Chair, add that to end-of-day adjournment:**

  [Whereupon, at 4:00 p.m., the committee adjourned subject to the call of the Chair.]

F. SPEAKER IDENTIFICATIONS

1. Chairman of Full Committee

- In full committee (presiding or not) - The Chairman
- In subcommittee and presiding - Mr. Jones
- In subcommittee and not presiding - Mr. Jones

Exceptions to this rule are noted on specific committee instructions.

2. Two Members with the Same Last Name

- Mr. Jones of Texas.
- Mr. Jones of Vermont.

3. Two Members From the Same State with the Same Last Name

- Mr. John Jones of Texas.
- Mr. Paul Jones of Texas.

4. Two Witnesses with the Same Last Name

- Mr. John Jones
- Mr. Paul Jones

5. Member and a Witness with the Same Last Name

- Mr. Jones of Texas.
- Mr. Jones.

6. Two Members with the Same First and Last Name

- Mr. John Jones of Texas.
- Mr. John Jones of Maryland.

7. Clerk of a Committee - Follow preference of the Clerk of the committee; however, call the clerk by name whenever possible. If name is not known or available, use "The Clerk." **(Exceptions: Agriculture, International Relations)**

8. Titles - When a witness has a title, please use speaker identifications as follows:

Dr.	Only medical doctors carried as "Dr." Others as Mr., Mrs., or Ms.
Military	Always use rank, current or retired (e.g., Admiral Jones, General Smith)
Ambassador	Ambassador ______ if **currently** an Ambassador
Governor	Governor ______ if **currently** a Governor
Mayor	Mr. **(Exception: District of Columbia Mayor carried as Mayor ______)**
Chief of Police	Chief ______
Commissioner	Mr .______ or Ms. _______ or Mrs. _______
Clergy	Rev. ______ or Father ______ or Sister ______
Judge	Always use Judge ______ unless currently in other position with title
Supreme Court Justice	Justice ______
US Trade Rep.	Ambassador ________
Senator	Senator ______ for U.S. Senator; Mr. or Mrs. _______ for state senators or legislators
Speaker of the House	Speaker Hastert
Secretary	Secretary ______ if **currently** a Cabinet Secretary (Assistant Secretary still Mr. _____ or Mrs. ______) **(Exception: U.S. Attorney General carried as Attorney General ______)**

G. GENERAL FORMAT GUIDELINES

1. Contractions and False Starts - The preference of House committees is:

a. NOT TO use any positive contractions (I'm, we'll, they're, etc.). Negative contractions are acceptable (don't, can't, etc.)

b. NOT TO transcribe false starts.

EXCEPTIONS ARE: If a **witness is sworn**.....or....when transcribing a hearing/markup held before the **Committees on Science and Judiciary, which are strictly verbatim.**

2. Inserts - When material is furnished to the reporter to be inserted in the transcript, identify whose statement or attachment is being inserted:

[The statement of Mr. Jones follows:]
********** INSERT 1 **********

or

[The attachment to Mr. Jones' statement follows:]
********** INSERT **********

When insert material is not furnished, use the following format:

[The information follows:]
********** COMMITTEE INSERT **********

(Exceptions: Appropriations, Agriculture, Budget, Energy and Commerce, Veterans' Affairs)

3. Prepared Statements - Lay in prepared statement at end of oral testimony of each witness BEFORE questioning of witness begins unless specifically directed otherwise.

4. Set Up of Witnesses - Prior to the start of testimony, witnesses are set up with their name and affiliation as follows: (This information appears only on the title page for Appropriations Cte.; for all other committees, it appears when the witness first begins testifying.) **Page 38 indicates how to set up witnesses in panels.**

STATEMENT OF JOHN JONES, PRESIDENT, XYZ CORPORATION

*** When a Member of Congress appears before a Committee/Subcommittee **as a Witness**, they are to be set up as:

STATEMENT OF HON. RICHARD BURR, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF NORTH CAROLINA
STATEMENT OF CRAIG THOMAS, A UNITED STATES SENATOR FROM THE STATE OF WYOMING

Opening statements of Members are NOT set up. (Exception: Agriculture, Resources)

4A. Sworn Testimony - If the witness has been sworn in, then substitute the word "Testimony" in place of "Statement," e.g.:

TESTIMONY OF JOHN JONES, PRESIDENT, XYZ CORPORATION

Note: If witnesses are sworn in, do not include the oath in text; instead, insert the following:

[Witness(es) sworn.]

(Exception: Science)

5. Change of Presiding Officer During Hearing - Each time the presiding member changes during the hearing, designate as follows:
Mr. Jones. [Presiding] Now, we will continue with . . . etc., etc.

6. Roll Calls - If Member is not present, [No response.] appears on a separate line. When the Clerk repeats the response of Members, include that in the text for all Members. For example:

Mr. Miller. Mr. Carpenter?
Mr. Carpenter. Yes.
Mr. Miller. Mr. Carpenter, yes. Mr. Painter?
[No response.]
Mr. Miller. Mr. Baker?
Mr. Baker. Yes.

7. When to Start a New Page

- After the title page.
- Between the conclusion of questioning of a witness and introduction of a new witness.
- After each insert.
- After each chart or slide shown ONLY IF THEY ARE TO BE INSERTED PHYSICALLY INTO THE RECORD.
- When reporter is instructed to copy a series of questions into record, each question must be on a separate page.

Note: If page is broken in the middle of a statement or questioning, start the new page with a speaker identification.

8. Recesses - When a recess is taken, add on a separate line:
[Recess.]

9. Afternoon Session - When starting afternoon session of a hearing, add "AFTERNOON SESSION" at the center on the top line of the page.

10. Evening Session - When starting evening session of a hearing, type "AFTER 6:00 p.m." at the center on the top line of the page.

11. Task Forces, Defense Panels, etc. - Rules and guidelines for Task Forces or Panels are the same as for regular subcommittees.

12. Use of Charts or Slides - When charts or slides are used during the hearing, and the charts and/or slides are not available to insert into the record, type on a line by itself:
[Chart] or
[Slide]
Mr. Jones. This slide shows . . .

13. Miscellaneous Format Guidelines

INITIAL CAPS - Names of magazines, newspapers, court cases, missiles, subs, ships, etc.

ACRONYMS - In all caps; i.e., CINCPAC, AWACS, et cetera.

CITING COURT CASES - Jones v. Jones, Smith v. Johnson (Do not use "vs." or "versus")

UNDERLINING - **Do not** underline anything.

FISCAL YEAR - Write out the phrase "fiscal year" with the complete year. Example: fiscal year 1980. Never use FY 1980 or fiscal year '80.

SPACING - Do not space between two capital letters, e.g.: H.R. or U.S., etc.

PUBLIC LAW - Do not write P.L. 97-150; always write out Public Law 97-150.

II. Individual Committee Requirements and Exceptions

Part I detailed the guidelines which are generally applicable to all transcripts. The following section shows the specific instructions for each individual committee. The specific committee requirements supersede any instructions found in Part I.

Please note that the Appropriations Committee transcript format is different from all other committees. In addition, many of the Appropriations subcommittees have further individual requirements and exceptions.

A. Committee on Appropriations

1. General Instructions for all Appropriations Subcommittees

LIST PRESENT ON TITLE PAGE: Members and staff present information does not apply for Committee on Appropriations.

CHAIRMAN/SPEAKER ID: Full Committee and presiding - Chairman Lewis.
Subcommittee and presiding - Mr. Lewis or Mr. ______
Subcommittee and not presiding - Mr. Lewis or Mr.______

CONTRACTIONS AND FALSE STARTS: The committee preference is:
a. NOT TO use any contractions.
b. NOT TO transcribe false starts.
unless a witness is sworn

IMPORTANT: SET UP OF WITNESSES

Witnesses are NEVER set up as "STATEMENT OF JOHN SMITH" in the body of Committee on Appropriation transcripts. Their full name and title will only appear on the title page under "WITNESSES". For examples, including when Members of Congress are testifying, see title page formats for Committee on Appropriations in Part III.

SPECIAL INSTRUCTIONS FOR INSERTS:

The format for indication of inserts for the Committee on Appropriations differs from all other committees.

- Statements of witnesses, charts, etc., are to be identified as:
  [The information follows:]

********** INSERT **********
(Page Break)

- Inserts justifying an appropriation request are to be identified as:
  [The justification follows:]

********** INSERT **********
(Page Break)

If you are in doubt of the term, go with "The information follows:".

- As with other committees, when insert material is not furnished, use the term COMMITTEE INSERT:
  [The information follows:]

********** COMMITTEE INSERT **********
(Page Break)

Exceptions to these rules appear in the following section, “Subcommittees Requirements/Exceptions.”

General Instructions for all Appropriations Subcommittees (Continued)

- If a **witness is sworn**, insert the following in the text of the transcript:

  [Witness(es) sworn.]

- On title pages for Appropriations Committee, please note that since the committee is appropriating for the following fiscal year, the year shown should be the following year, e.g., an Appropriations Committee hearing held in March 2005 would be for fiscal year 2006, and the year 2006 would be shown. This is indicated in "Designation of Appropriations Subcommittee for the Title Page" information under each subcommittee instructions. The sole exception would be for hearings on supplemental appropriations, which would carry both the current year and the word "Supplemental" on the title page.

Note: On all Appropriation Hearings, set up Members of Congress (Representatives and/or Senators) separately even if they all testify in order on the same subject or when introduced by a Member of Congress. This also applies if a Member of Congress introduces a witness. This includes both Agency and Public Witnesses testimony. If a Subject is required, as during Public Witnesses testimony, go by what the Witness List shows as the subject or ask staff. For example, "CALIFORNIA PROJECTS". If a Member of Congress is not present and their statement is to be made part of the record, set them up on a separate page, pull the page and make it an insert.

HANDLING OF INSERTS

Three hole punch each insert. Inserts are placed in the original transcript only, behind the page where the insert is designated. **If an insert is too thick to be three hole punched , or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punch. Secure each insert with binder clips, placing one on the top and bottom of the back cover.**

DELIVERY REQUIREMENTS FOR EXECUTIVE SESSION (UNCLASSIFIED) HEARINGS

- Add "EXECUTIVE SESSION" on the title page, as well as on the front and back covers.
- Original only of the transcript of proceedings with inserts delivered by the vendor.

2. Subcommittee Requirements/Exceptions for Committee on Appropriations

a. Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG
ADMINISTRATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

Note: This subcommittee wants a separate transcript for each agency testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day. The exception is PUBLIC WITNESSES - no separate transcripts.

For Example:
Initial (Cover) Title Page
AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG
ADMINISTRATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

Wednesday, March 9, 2005

FARM CREDIT ADMINISTRATION
(Pull Page)
On the **Next Title Page** list as above, as well as the witnesses:
AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG
ADMINISTRATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

Wednesday, March 9, 2005

FARM CREDIT ADMINISTRATION

WITNESSES

MARSHA MARTIN, CHAIRMAN AND CHIEF EXECUTIVE OFFICER
DOYLE COOK, BOARD MEMBER AND CHAIRMAN, FARM CREDIT SYSTEM
INSURANCE CORPORATION
(Pull Page)

In this instance when more than one transcript is required for each Agency, the first transcript will end as follows:
[Whereupon, at 10:20 a.m., the committee (subcommittee) proceeded to other business.]
and any that follow, unless they are reconvening in the afternoon or end of day.

Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested
When there are multiple agencies testifying, this subcommittee wants a separate transcript for each agency. When preparing the transcripts and computer diskettes the HIR Code/Filename for the first agency would end in a numeral "Zero", for example, "HAP125.010". The next agency HIR Code/Filename would end in an "A", for example, "HAP125.01A, and the next with a "B", and so on and so forth. This way you will not be limited using the alphabet, as in using only numbers.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

b. Subcommittee on Science, State, Justice, and Commerce

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
SCIENCE, DEPARTMENTS OF STATE, JUSTICE, AND COMMERCE
AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

No special instructions for this subcommittee. Refer to Part II (B) (1) for guidelines applicable to all Appropriations transcripts.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

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c. Subcommittee on Energy and Water Development

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
ENERGY AND WATER DEVELOPMENT APPROPRIATIONS FOR 2006

No special instructions for this subcommittee. Refer to Part II (B) (1) for guidelines applicable to all Appropriations transcripts.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

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d. Subcommittee on Foreign Operations, Export Financing and Related Programs

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
FOREIGN OPERATIONS, EXPORT FINANCING, AND
RELATED PROGRAMS APPROPRIATIONS FOR 2006

No special instructions for this subcommittee. Refer to Part II (B) (1) for guidelines applicable to all Appropriations transcripts.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

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e. Subcommittee on Interior

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENT OF THE INTERIOR AND RELATED
AGENCIES APPROPRIATIONS FOR 2006

Note: This subcommittee wants a separate transcript for each agency testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day.
For Example:

Initial (Cover) Title Page:
DEPARTMENT OF THE INTERIOR AND RELATED
AGENCIES APPROPRIATIONS FOR 2006

Wednesday, February 23, 2005

DEPARTMENT OF THE INTERIOR
(Pull Page)

On the **Next Title Page** list as above, as well as the witnesses:

DEPARTMENT OF THE INTERIOR AND RELATED
AGENCIES APPROPRIATIONS FOR 2006

Wednesday, February 23, 2005

DEPARTMENT OF THE INTERIOR

WITNESSES

THE HONORABLE GALE NORTON, SECRETARY OF THE INTERIOR
MARY ANN LAWLER, BUDGET DIRECTOR
(Pull Page)

In this instance when more than one transcript is required for each Agency, the first transcript will end as follows:
[Whereupon, at 3:18 p.m., the committee (subcommittee) proceeded to other business.]
and any that follow, unless they are reconvening in the afternoon or end of day.

IMPORTANT: Designation of Inserts/Committee Inserts:

Note: The general instructions for Inserts/Committee Inserts **does not apply for this subcommittee**. When there are Public Witnesses testifying for this Subcommittee the INSERT designate of:
[The information follows:]

********** INSERT **********

does not apply. Instead use the INSERT designation of:

[The statement of John Doe follows:]

********** INSERT **********
(Pull Page)

When material is not furnished, designate as COMMITTEE INSERT.

Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:
When there are multiple agencies testifying, the Subcommittee on Interior wants a separate transcript for each agency. When preparing the transcripts and computer diskettes for delivery, the HIR Code/Filename for the first agency would end in the numeral "Zero", for example, "HAP125.060". The next agency HIR Code/Filename would end in an "A", for example, "HAP125.06A" and the next agency with a "B", and so on and so forth. In this way you are not limited using the alphabet, as in using only numbers.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

f. Subcommittee on Labor, Health and Human Services, and Education

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

NOTE: This subcommittee wants a separate transcript for each **agency.** Also for each **department** within that agency as long as they testify in order and not go from one department to the other.

On the **Initial (cover) Title Page,** just list the one agency and department within that agency testifying, instead of all of them testifying that day.

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

Wednesday, April 6, 2005

NATIONAL INSTITUTES OF HEALTH

OFFICE OF AIDS RESEARCH
(Pull Page)

For **Subsequent Title Page** start at the top of the page.
DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
FOR 2006

Wednesday, April 6, 2005

NATIONAL INSTITUTES OF HEALTH

WITNESSES

EDWARD M. BAKER, DIRECTOR OF AIDS RESEARCH
MARK E. GALE, AIDS RESEARCH SPECIALIST
(Pull Page)

In this instance when more than one transcript is required for each Agency and Departments within, the first transcript will end as follows:
[Whereupon, at 11:55 a.m., the committee (subcommittee) proceeded to other business.]
and any that follow, unless they are reconvening in the afternoon or end of day.

IMPORTANT - PLEASE NOTE: Numerals: For Subcommittee on Labor, Health and Human Services, and Education write out money in numerals, for example: $3,000,000 instead of $3 million.

Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:
When there are multiple agencies and departments testifying within that agency, the Subcommittee on Labor, Health, etc. wants a separate transcript for each agency and department within that agency. When preparing the transcripts and computer diskettes the HIR Filename for the first agency and department within that agency would end in the numeral "Zero", for example, "HAP125.070". The next agency and department within that agency would end in an "A", for example, "HAP125.07A" and the next with a "B" and so on and so forth. In this way you would not be limited using the alphabet, as in using only numbers.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

g. Subcommittee on Military Quality of Life and Veterans Affairs

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
MILITARY QUALITY OF LIFE AND VETERANS AFFAIRS APPROPRIATIONS FOR 2006

No special instructions for this subcommittee. Refer to Part II (B) (1) for guidelines applicable to all Appropriations transcripts.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings with inserts delivered by the vendor.

h. Subcommittee on Transportation, Treasury, and HUD, The Judiciary, District of Columbia

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENTS OF TRANSPORTATION, TREASURY, AND HUD, THE JUDICIARY, DISTRICT OF COLUMBIA APPROPRIATIONS FOR 2006

Note: This subcommittee wants a separate transcript for each agency testifying that day. On the initial (cover page) title page, list just the first agency testifying, instead of all of them testifying that day. **For Example:**

Initial (Cover) Title Page:
DEPARTMENTS OF TRANSPORTATION, TREASURY, AND HUD, THE JUDICIARY, DISTRICT OF COLUMBIA APPROPRIATIONS FOR 2006
Thursday, March 24, 2005

GENERAL ACCOUNTING OFFICE
(Pull Page)
On the **Next Title Page** list as above, as well as the witnesses:
DEPARTMENTS OF TRANSPORTATION, TREASURY, AND HUD, THE JUDICIARY, DISTRICT OF COLUMBIA APPROPRIATIONS FOR 2006

Thursday, March 24, 2005

GENERAL ACCOUNTING OFFICE

WITNESS

JOHN H. ANDERSON, DIRECTOR, TRANSPORTATION ISSUES
(Pull Page)
In this instance when more than one transcript is required for each Agency, the first transcript will end as follows:
[Whereupon, at 12:45 p.m., the committee (subcommittee) proceeded to other business.]
and any that follow, unless they are reconvening in the afternoon or end of day.

Assignment of HIR Codes/Filenames when there are Multiple Transcripts Requested:
When there are multiple agencies testifying, the Subcommittee on Transportation wants a separate transcript for each agency. When preparing the transcripts and computer diskettes, the first agency would end in the numeral "Zero", for example, "HAP125.200". The next agency HIR Code/Filename would end in an "A", for example, "HAP125.20A" and the next agency with a "B", and so on and so forth.

TRANSCRIPT COPY REQUIREMENTS:
Original transcript of proceedings on hearings with inserts delivered by the vendor.

j. Subcommittee on Homeland Security

DESIGNATION OF APPROPRIATIONS SUBCOMMITTEE FOR THE TITLE PAGE:
DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2006
No special instructions for this subcommittee. Refer to Part II (B) (1) for guidelines applicable to all Appropriations transcripts.

TRANSCRIPT COPY REQUIREMENTS:
Original transcript of proceedings on hearings with inserts delivered by the vendor.

3. SAMPLE COVER/TITLE PAGE FOR APPROPRIATIONS CTE.

(Instructions are in parentheses and in boldface; line #s on left.)

Page 1

```
  1|RPTS VENDOR NAME
(For this Initial Cover/Title Page start the designation of the
Subcommittee on the third line down from the vendor name.
Use only 44 spaces across for this Title Page, as close as possible
to the margin at the left of the page.)
   |
  2|FOREIGN OPERATIONS, EXPORT FINANCING, AND
  3|RELATED PROGRAMS APPROPRIATIONS FOR 2006
   |
  4|Wednesday, April 13, 2005
(Start listing the Agencies testifying on the third line down from
the day/date.  Note: Number Lines/Pages containing text only,
consecutively throughout the Transcript, from the Vendor Name
to the end.)
   |
  5|AGENCY FOR INTERNATIONAL DEVELOPMENT
  6|PEACE CORPS
```

(Pull page)

Page 2

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  7|FOREIGN OPERATIONS, EXPORT FINANCING, AND
  8|RELATED PROGRAMS APPROPRIATIONS FOR 2006
   |
   |
   |
  9|Wednesday, April 13, 2005
   |
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   |
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   |
   |
   |
 10|AGENCY FOR INTERNATIONAL DEVELOPMENT
   |(Subsequent Title Page for the First Agency and Departments.)
   |
   |
 11|WITNESSES
   |
 12|EDWARD W. COPY, ACTING ASSISTANT ADMINISTRATOR
 13|FOR LATIN AMERICA AND THE CARIBBEAN
 14|GEORGE HILL, DIRECTOR, CARIBBEAN AFFAIRS
```

(Pull page)

(List the first Agency and Department as shown, and each additional Agency and Departments will be preceded by the subsequent Title Page. An example follows on the next page.)

15|Wednesday, April 13, 2005

16|PEACE CORPS

(This is the next subsequent title page for the next Agency and Department.)

17|WITNESSES

18|JOHN JONES, ADMINISTRATOR OF ASIAN AFFAIRS

19|ROBERT HALE, DIRECTOR, ASIAN AFFAIRS

(Pull page)

(Same Subsequent Title Page for the remaining Agencies and Departments.)

4. INITIAL COVER/TITLE PAGE FOR PUBLIC WITNESSES AND WHEN A MEMBER OF CONGRESS APPEARS BEFORE THE APPROPRIATIONS COMMITTEE AS A WITNESS

(Instructions are in parentheses and in boldface; line #s on left.)

(Page 1)

1|RPTS VENDOR NAME
(For this Initial Cover/Title Page start the designation of the Subcommittee on the third line down from the vendor name. Use only 44 spaces across for this Title Page, as close as possible to the margin on the left side of the page.)
|
|
2|DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
3|EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
4|FOR 2006
|
5|Wednesday, March 16, 2005
(Start the TESTIMONY OF....on the third line down from the day/date. Note: Number Pages/Lines containing text only, consecutively, throughout the Transcript from the Vendor Name to the end.)
|
|
6|TESTIMONY OF MEMBERS OF CONGRESS AND OTHER
7|INTERESTED INDIVIDUALS AND ORGANIZATIONS

(Pull page)

(Page 2 - Subsequent Title Page for the first set of Public Witnesses testifying.)

8|DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES,
9|EDUCATION, AND RELATED AGENCIES APPROPRIATIONS
10|FOR 2006
|
|
|
11|Wednesday, March 16, 2005
|
|
|
12|TESTIMONY OF MEMBERS OF CONGRESS AND OTHER
13|INTERESTED INDIVIDUALS AND ORGANIZATIONS
|
14|VETERANS' EMPLOYMENT AND TRAINING
(Subject is required for Public Witnesses, see Witness List or ask Staff.)
|
15|WITNESSES
|
16|STEVEN A. ROBERTSON, ASSISTANT DIRECTOR, NATIONAL
17|LEGISLATIVE COMMISSION
18|JAMES HUBBARD, DIRECTOR, NATIONAL ECONOMICS
19|COMMISSION, THE AMERICAN LEGION

(Pull page)

(Subsequent Pages if Member Testifies)

20|Wednesday, March 16, 2005

21|JOB CORPS **(Subject is required for Public Witnesses, see Witness List or ask Staff.)**

22|WITNESS

23|THE HONORABLE DAN MILLER, A REPRESENTATIVE
24|IN CONGRESS FROM THE STATE OF FLORIDA

(Pull page)

(Same Subsequent Title Page for any remaining Members of Congress or other interested Public Witnesses testifying this day.)

B. Committee on Agriculture

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. -----.
PANELS: Witnesses are NOT to be set up in Panels, even if they are called up in Panels. The witnesses are to be set up as if they were called individually.

SPECIAL INSTRUCTIONS FOR AGRICULTURE COMMITTEE:

- Carry Speaker ID for Committee Clerk or Acting Clerk as "The Clerk."
- Ask staff to give you a list of the staff present and their titles, and in the order they are to be listed on the title page. The general order is Majority first, Minority second, and hearing clerks last.
- **Set up opening statements of Committee Members**, as well as when they appear before a committee as a witness, for example:
  STATEMENT OF HON. BOB GOODLATTE, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF VIRGINIA
  Note: DO NOT SET UP OPENING STATEMENTS IN MARKUPS.
- Never use the word "markup" on the title page, use "Business Meeting"
- Always put numbers in numeric form. For example: 3 instead of three.
- Capitalize: Government, Nation, Federal and State.
- Capitalize Name of Programs: Food Stamp Program, Dairy Program, Peanut Price Support Program, etc.
- When listing Members on title page for a joint hearing of more than one subcommittee, if Members appear on more than one sub, they should be listed under each sub with which they are associated.

IMPORTANT: Designation of Inserts/Committee Inserts

Instead of using the standard form of "the statement of so-and-so follows," use:

[The prepared statement of Mr. Goodlatte appears at the conclusion of the hearing:]

******** INSERT ********

Lay in the statement at that point as you normally would. The committee will be responsible for moving it to the back later.

For COMMITTEE INSERTS, use:
[The information appears at the conclusion of the hearing:]

******** INSERT ********

HANDLING OF INSERTS
Do not three hole punch inserts. Inserts are placed in the original transcript only. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together, in order as they are designated in the transcript. Secure all inserts with binder clips or rubber bands. Then be sure the inserts are secured likewise behind the bound Original Transcript, so they do not break away from each other when delivered.

TRANSCRIPT COPY REQUIREMENTS
Original only of the transcript of proceedings on hearings, markups, and business meetings delivered by the Vendor.

C. Committee on Armed Services

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. -----.
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR ARMED SERVICES COMMITTEE:

- On Executive Session (unclassified) hearings, be sure to add "EXECUTIVE SESSION" on the title page, as well as the front and back cover.
- Roll calls should be transcribed verbatim. Do not add or delete anything.
- Duplicate names: Mrs. Davis of Virginia. and Mrs. Davis of California.; Mr. Miller of Florida. and Mrs. Miller of Michigan.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on all open hearings and markups with inserts delivered by the Vendor.

Executive Session Hearings (unclassified)
Original only of the Executive Session transcripts of proceedings on hearings with inserts delivered by the vendor.

D. Committee on the Budget

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (Full) Chairman Nussle. (Task Forces) Chairman ______.
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR BUDGET COMMITTEE:

- Set DAY and MONTH all caps on title page, for example: FRIDAY, FEBRUARY 18, 2005
- Mr. Nussle is always carried as "Chairman Nussle." in speaker IDs, no exceptions.
- Capitalize State throughout hearing when referring to any of the fifty States; for example, the State of Maryland is on one side of the river and there is another State on the other side of the river.
- The rule is not to use Mr., Ms., Mrs., or Miss in the capitalized statement line, e.g.,

STATEMENT OF RAYMOND FLYNN, PRESIDENT, THE U.S. CONFERENCE OF MAYORS

IMPORTANT: Designation of Inserts/Committee Inserts

When material is furnished to be inserted in the transcript, identify whose statement or attachment is being inserted. Do not use Mr., Ms., Mrs., or Miss in the prepared statement line. Identify INSERTS of prepared statements as:

[The prepared statement of Raymond Flynn follows:]

********** INSERT **********
(Pull Page)

When material is not furnished, designate as COMMITTEE INSERT.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on hearings with inserts delivered by the Vendor.

E. Committee on Education and the Workforce

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Boehner. (SUBS) Chairman -----.
PANELS: Witnesses are NOT to be set up in Panels, even if they are called up in Panels. The witnesses are to be set up as if they were called individually. If they do not give a statement, set them up the first time they speak, even if it is to answer a question.

SPECIAL INSTRUCTIONS FOR EDUCATION AND THE WORKFORCE COMMITTEE:

- Roll calls - always use the format where Clerk repeats the votes.

FOR MARKUPS ON MORE THAN ONE BILL:

On the title page list the Bill number and Subject/Title of each bill preceded by "MARKUP OF".

FOR EXAMPLE:

MARKUP OF:
H.R. 1227, TO AMEND THE PORTAL-TO-PORTAL ACT OF 1947
H.R. 2531, TO AMEND THE FAIR LABOR STANDARDS ACT OF 1938

When transcribing a MARKUP pull the page after each Markup and show the BILL NUMBER and BEGIN TIME of each Markup at the top of the page. For Example:
H.R. 1227
10:00 a.m.

Chairman Boehner. Today we will consider two bills, the first one is H.R. 1227, a bill to amend the ....so on and so forth.
(PULL PAGE)

(And on the top of the next page list the next bill of the mark up and time it began, for example.)

H.R. 2531
11:20 a.m.

Chairman Boehner. Our final markup is Bill H.R. 2531, to amend the Fair Labor Standards Act of 1938 to clarify the......so on and so forth....until concluded for the day.

[Whereupon, at 1:00 p.m., the committee (or subcommittee) was adjourned.]

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the transcript of proceedings on all hearings and markups with inserts delivered by the Vendor.

F. Committee on Energy and Commerce

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff
CHAIRMAN/SPEAKER ID: (FULL) Chairman Barton. (SUBS) Mr. -----.
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR ENERGY AND COMMERCE COMMITTEE:

- List "Committee on Energy and Commerce" on the line above "Subcommittee on -----," when preparing the title page.
- When producing a transcript of a hearing held before the Subcommittee on Health, carry all Medical Doctors as: Mr. ----. or Ms. ----.
- On Executive Session (unclassified) hearings, be sure to add "EXECUTIVE SESSION" on the title page, as well as the front and back cover.
- List Mr. Barton and Mr. Dingell as (ex officio) on title pages when present at subcommittee hearings/markups.
- Set DAY and MONTH all caps on title page, for example: FRIDAY, FEBRUARY 25, 2005
- Mr. Barton is always carried as "Chairman Barton." in speaker IDs, no exceptions.
- Capitalize State throughout hearing when referring to any of the fifty States; for example, the State of Maryland is on one side of the river and there is another State on the other side of the river.
- The rule is not to use Mr., Ms., Mrs., or Miss in the capitalized statement line, e.g.,

STATEMENT OF RAYMOND FLYNN, PRESIDENT, THE U.S. CONFERENCE OF MAYORS

IMPORTANT: Designation of Inserts/Committee Inserts

When material is furnished to be inserted in the transcript, identify whose statement or attachment is being inserted. Do not use Mr., Ms., Mrs., or Miss in the prepared statement line. Identify INSERTS of prepared statements as:

[The prepared statement of Raymond Flynn follows:]

********** INSERT **********
(Pull Page)

HANDLING OF INSERTS
Three hole punch each insert. Inserts are placed in the original transcript only. Place a back cover behind each insert, placing it behind the page where the insert is designated. If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure each insert with binder clips, placing one on the top and bottom of the back cover.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on hearings on and markups, with inserts, delivered by the Vendor.

Executive Session Hearings (unclassified)
Original of the Executive Session transcript of proceedings, with inserts, delivered by the vendor in a sealed envelope.

G. Committee on Financial Services

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Chairman -----.
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR FINANCIAL SERVICES COMMITTEE:

- If the Chairman is present at a subcommittee hearing and is not chairing, the speaker ID is Mr. Oxley.
- NO PANELS for Sub. on Housing and Community Opportunity.
- Speaker Id for Congressman Paul is "Dr."
- Duplicate names: Mr. Miller of California. and Mr. Miller of North Carolina., Mr. Moore of Kansas. Mrs. Moore of Wisconsin.
- Sub. on Housing and Community Opportunity wishes any questions submitted by the committee for the record typed into the transcript. Do not lay questions in.

HANDLING OF INSERTS
Do not three hole punch inserts. All inserts put together in order as they are designated in the transcript. Secure all inserts with binder clips or rubber bands. Then be sure the inserts are secured likewise behind the bound Original Transcript only, so they do not break away from each other when delivered.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on all hearings and markups, delivered by the Vendor.

H. Committee on Government Reform

LIST PRESENT ON TITLE PAGE: Presiding, Members, and Staff.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Tom Davis. (SUBS) Mr. -----.
PANELS: Yes.
INSERTS/LAY-INS: ALL, even if read verbatim.

SPECIAL INSTRUCTIONS FOR GOVERNMENT REFORM COMMITTEE:

- On Executive Session (unclassified) hearings, be sure you add "EXECUTIVE SESSION" on the title page, as well as the front and back cover.
- **Witness setup lines should always read STATEMENT OF, not TESTIMONY OF, regardless of whether the witness is sworn or not.**
- Duplicate names: Chairman Tom Davis. and Mr. Davis of Illinois.
- **Note:** All Statements and Documents given to the Reporter by the Staff are to be inserted into the record, regardless if they are present or not. If there is no appropriate place to insert the Statements/Documents, than place them at the end of the Hearing, before the [Whereupon], when the Committee/Subcommittee adjourns for the day. If the WITNESSES ARE NOT PRESENT, DO NOT SET THEM UP as Witnesses who are present. Just indicate the insert of the Statements and Documents as you have been instructed. For example:

[The statement of Mr. James follows:]

********** INSERT **********
(PULL PAGE)

[Whereupon, at 2:30 p.m., the committee (or subcommittee) was adjourned.]

Roll Calls

Of particular importance is the method of transcribing ROLL CALL votes for this Committee. When the Clerk repeats the previous vote, that should be left in the transcript. For example:

The Clerk. Mr. Mica.
Mr. Mica. Aye.
The Clerk. Mr. Mica votes aye. Mr. McIntosh.
Mr. McIntosh. Aye.
The Clerk. Mr. McIntosh votes aye. Mr. Horn.

et cetera. If the clerk does not say that, it does not have to be put in.

HANDLING OF INSERTS

Three hole punch each insert. Inserts are placed in the original transcript only. Place a back cover behind each insert, placing it behind the page where the insert is designated. If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure each insert with binder clips, placing one on the top and bottom of the back cover.

TRANSCRIPT COPY REQUIREMENTS

Original transcript only of the proceedings on hearings, business meetings, and markups, with inserts, delivered by the Vendor.

Executive Session Hearings (unclassified)

Original only of the transcript of proceedings, with inserts, in a sealed envelope delivered by the Vendor.

I. Committee on Homeland Security

LIST PRESENT ON TITLE PAGE: Presiding and Members
CHAIRMAN/SPEAKER ID: (FULL) Chairman Cox. (SUBS) Mr. -----.
PANELS: Yes

SPECIAL INSTRUCTIONS FOR HOMELAND SECURITY COMMITTEE:

- MSWORD diskette required along with transcript. The MSWORD file may be transmitted to the Official Reporters via E-mail - Official Reporters will transfer it to a diskette for delivery to the committee.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on all open hearings and markups, with inserts, delivered by the Vendor.

Executive Session Hearings (unclassified)
Original only of Executive Session transcripts of proceedings on all hearings, with inserts, in a sealed envelope delivered by the Vendor.

J. Committee on International Relations

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Hyde. (SUBS) Mr. -----.
PANELS: Yes

SPECIAL INSTRUCTIONS FOR INTERNATIONAL RELATIONS COMMITTEE:

- Call Mr. Hyde "Chairman Hyde." at any subcommittee hearing he is chairing; otherwise carry him as "Mr. Hyde."
- Call the clerk by name only, such as Mr. ----. or Ms. ----., or whatever applies. DO NOT designate it by "The Clerk."
- On Executive Session (unclassified) hearings, be sure you type "EXECUTIVE SESSION" on the title page, as well as the front and back cover.

TRANSCRIPT COPY REQUIREMENTS
Original transcript only of the proceedings on all open hearings and markups, with inserts, delivered by the Vendor.

Executive Session Hearings (unclassified)
Original only of Executive Session transcripts of proceedings on all hearings, with inserts, in a sealed envelope delivered by the Vendor.

K. Committee on the Judiciary

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Sensenbrenner. AT ALL TIMES!!! (SUBS) Mr. -----.
PANELS: Yes

SPECIAL INSTRUCTIONS FOR JUDICIARY COMMITTEE:

- **Committee rules requires strictly verbatim transcription of all Hearings and Markups.**
- On Markups, make sure amendments are inserted when introduced, **not** all in the back.

TRANSCRIPT COPY REQUIREMENTS
Original and one copy of the transcript of proceedings on hearings and markups, with inserts, delivered by Vendor.

L. Committee on Resources

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. -----
PANELS: Yes.
INSERTS/LAY-INS: ALL, even if read verbatim.

FURTHER INSTRUCTIONS FOR RESOURCES COMMITTEE (HEARINGS):

- On the title page list the title and subject of each bill preceded by "HEARING ON". For example:

HEARING ON:
H.R. 1906, TO AMEND THE CENTRAL VALLEY PROJECT IMPROVEMENT ACT
H.R. 2100 AND H.R. 2005, TECHNICAL CHANGES TO THE COASTAL BARRIER RESOURCES ACT

- When transcribing a Hearing pull the page after each Bill and show the Bill Number at the top of the page. For example:

H.R. 1906
The Chairman. Our first bill this morning is to amend........etc. etc.
(PULL PAGE)

H.R. 2100
The Chairman. Our final bill this afternoon is for technical changes..................etc. etc.

FURTHER INSTRUCTIONS FOR RESOURCES COMMITTEE (MARKUPS):

- On the Title page list the Bill Number and Subject/Title of each Bill preceded by "MARKUP ON". For example:

MARKUP ON:
H.R. 1743, TO AMEND THE WATER RESOURCES RESEARCH ACT OF 1984
H.R. 238, TO PROVIDE FOR THE PROTECTION OF WILD HORSES WITHIN THE OZARK NATIONAL SCENIC RIVERWAYS AND PROHIBIT THE REMOVAL OF SUCH HORSES

- When transcribing a Markup pull the page after each Markup and show the Bill Number of each Markup at the top of the page. For example:

H.R. 1743
The Chairman. Our first markup this morning is H.R. 1743 pertaining to amending the water resources..........etc.

(PULL PAGE)

H.R. 238
The Chairman. Our final markup is H.R. 238 concerning the Ozark Wild Horses Protection Act...............etc.

FURTHER INSTRUCTIONS FOR RESOURCES COMMITTEE (HEARINGS AND MARKUPS):

- **Bind all of the Hearings or Markups reported that day under one cover, DO NOT SEPARATE, EXCEPT.......**

  When hearings are preceded or followed by a Markup, separate transcripts are required. An additional HIR Code will be given to the vendor. For example, HII223.010 for the Hearing and HII223.012 for the Markup.

  The first transcript should close as follows: [Whereupon, at 11:00 a.m., the committee (or subcommittee) proceeded to other business.]

  The Title page on the second transcript should read "The committee (or subcommittee) met pursuant to other business, etc".

- Copy Hearings and/or Markups Titles on Title page exactly as it appears on the Bill, including the Bill Number. For example, H.R. 1234, continuing with the full Bill Title, even if the Hearing Titles were to carry over to the next page. When typing a Title Page for this Committee, ignore the instruction given to only use 44 spaces across from left margin on lines 4 thru 12.

- For Hearings before the Committee and its subcommittees set up opening statements of Committee Members as well as when they appear before a committee as a witness. **Note: This rule applies to hearings only. DO NOT set up opening statements in markups.** For example:

STATEMENT OF THE HON. RICHARD W. POMBO, A REPRESENTATIVE IN CONGRESS FROM THE STATE OF CALIFORNIA

- **Set up of Witnesses -** When a U.S. Senator appears as a witness, they are to be set up as (example):

STATEMENT OF CRAIG THOMAS, A UNITED STATES SENATOR FROM THE STATE OF WYOMING

- **Insert ALL materials** given to the Reporter by the Staff at the Hearing, which would include the Bill, Background Materials, Amendments, Statement of Witnesses, even if read verbatim, and any other materials given to the Reporter by the Staff.

- In cases of staff hiring and committee resolutions, copy as they appear on the hearing notice or otherwise directed by the staff. On the title page, title as “CONSIDERATION OF COMMITTEE RESOLUTION _____” or “COMMITTEE STAFF HIRING RESOLUTION _____”

- Duplicate names: Mr. Tom Udall. and Mr. Mark Udall.

HANDLING OF INSERTS

Three hole punch each insert. Inserts are placed in the original transcript only, behind the page where the insert is designated. If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure each insert with binder clips, placing one on the top and bottom of the back cover.

TRANSCRIPT COPY REQUIREMENTS

Original transcript only of the proceedings for hearings and markups, with inserts, delivered by the Vendor.

M. Committee on Science

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: Always Chairman Boehlert in FULL and SUBS.
(SUBS) Chairman _____ or Chairwoman _____
Mr. _____ or Ms. ____ or Mrs. ____ when a Member is presiding and is not the designated Chair.
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR SCIENCE COMMITTEE:

- **Committee rules requires strictly verbatim transcription of all Hearings and Markups.**
- When witnesses are sworn in, the **FULL TEXT** of the swearing in should appear, instead of a parenthetical.
- **See the Style Sheet** for the Committee on Science on the next page following Transcript Copy Requirements.
- All Hearings and Markups covered for this Committee must be audio recorded on cassette tapes. Each audio cassette tape must be in a case and properly marked with the file name and vendor, for example: HSY260.000.....VENDOR NAME...on each audio cassette tape. These Audio Cassette Tapes must accompany the original Transcript of the proceedings when delivered by the Vendor to our office. Once the Committee is done with these audio cassette tapes they will send them back to our office. The audio cassette tapes (properly annotated with the Vendor Name) will be returned to the Vendor for reuse.
- FOR MARKUPS ON MORE THAN ONE BILL — on the title page list the Bill number and Subject/Title of each bill preceded by "MARKUP ON." For example:

MARKUP ON
H.R. 2429, TO REAUTHORIZE THE SMALL BUSINESS TRANSFER TECHNOLOGY PROGRAM THROUGH FISCAL YEAR 2002

H.R. 860, TO AUTHORIZE APPROPRIATIONS TO THE DEPARTMENT OF TRANSPORTATION FOR SURFACE TRANSPORTATION RESEARCH AND DEVELOPMENT, AND FOR OTHER PURPOSES

- When transcribing a MARKUP pull the page after each Markup and show the BILL NUMBER and BEGIN TIME of each Markup at the top of the page. For Example:

H.R. 2429
2:10 p.m.
Chairman Boehlert. The Committee on Science is meeting today to consider the following...........etc.
(PULL PAGE)

H.R. 860
2:19 p.m.
Chairman Boehlert. Next up is the Bill H.R. 860, which the clerk....so on and so forth.....etc.

HANDLING OF INSERTS
Three hole punch each insert. Inserts are placed in the original transcript only. Place a back cover behind each insert, placing it behind the page where the insert is designated. If an insert is too thick to be three hole punched, or if any part of it would be obliterated, mount the insert on a back cover, just to the right of the three hole punches. Secure the inserts with binder clips, placing one on the top and bottom of the back cover.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of the proceedings on all hearings and markups, with inserts, along with the audio cassette tapes in cases delivered by the Vendor.

STYLE SHEET FOR HOUSE COMMITTEE ON SCIENCE

- Mr. Boehlert will always be referred to as "Chairman Boehlert," in Full Committee and Subcommittee hearings
- In a Subcommittee hearing, the Subcommittee Chairperson will be referred to as, for example, "Chairman Rohrabacher" or "Chairwoman Morella"
- "Hon. Sherwood Boehlert," not "The Honorable"
- Witnesses will be referred to as "Mr." or "Ms." unless they have an actual medical degree; then they can be referred to as "Dr."

CAPITALIZATION

- "Federal Government" up, but "federal" down
- Position titles always up, eg., President of IBM
- "State" up when referring to the actual State, e.g., State of Wisconsin
- "Chairman," "Chairwoman," "Chairperson" and "Ranking Minority Member" always up
- "The Chair" up when referring to the Chairperson
- "Member of Congress" up, but "member of the Committee" down
- "Committee" and "Subcommittee" up when referring to a specific one, e.g., "The Committee on Science met on January 21, 1997. One of the issues the Committee discussed was...."
- "Congress" and "Congressional" always up
- "Floor" up when referring to the Floor of the House
- "House" always up when referring to the legislative body
- "Administration" up when referring to the Presidential entity, e.g., the Clinton Administration
- "Nation" up when referring to the United States

USE OF FIGURES

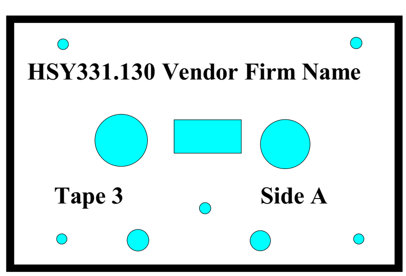
Figures should always be used when referring to:

- Time (including hours, minutes, days, weeks, months and years, e.g., "The Commission studied this problem for 4 years.")
- Units of measure, e.g., "The diameter was approximately 3 inches."
- Percentages, e.g., "The budget increase requested is approximately 4 percent higher than last year."
- Fractions, e.g., "3/4", not "three-fourths"
- Money, e.g., "$4", not "four dollars"
- Any number over ten - numbers from one to ten should be spelled out unless one of the above conditions apply
- Numbers should always be spelled out in the beginning of a sentence

USE OF MODIFIERS

United States should always be spelled out unless used as a modifier, e.g., "The United States has always been the leader in space flight capabilities. The U.S. technology is vastly superior to that of any other nation."

EXAMPLE OF HOW TO PROPERLY MARK AUDIO CASSETTES FOR SCIENCE COMMITTEE



N. Committee on Small Business

LIST PRESENT ON TITLE PAGE: Presiding and Members.

CHAIRMAN/SPEAKER ID: (FULL) Chairman Manzullo.
(When present at subs.) Mr. Manzullo.
(SUBS) Chairman (Chairwoman) -----

(SUBS) When not Chairing:
Mr. Graves, Mr, Toomey, Mrs. Kelly.

PANELS: Yes.

SPECIAL INSTRUCTIONS FOR SMALL BUSINESS COMMITTEE:

- Any referral to a Congressional Committee (House or Senate) be sure to capitalize Committee or Subcommittee. For example, on the title page:

  The Committee met, pursuant to....... or
  The Subcommittee met, pursuant to.......

....as well as in the body of the transcript of proceedings.

  Chairman MANZULLO. The hearing before this Committee is on the subject of ....

- In Joint Subcommittee hearings, if two chairman are present, call both Chairman ----- or Chairwoman ----- in speaker identifications

TRANSCRIPT COPY REQUIREMENTS
Original transcript of proceedings on hearings and markups, with inserts, delivered by the Vendor.

O. Committee on Transportation and Infrastructure

LIST PRESENT ON TITLE PAGE: Presiding.
CHAIRMAN/SPEAKER ID: (FULL) Mr. Young. (SUBS) Mr. ----.
PANELS: Yes

SPECIAL INSTRUCTIONS FOR TRANSPORTATION AND INFRASTRUCTURE COMMITTEE:

- Set up witnesses as **TESTIMONY OF** instead **of STATEMENT OF**, regardless of whether it is sworn or not.
- When Mr. Young appears in subcommittee hearings, he is carried last on the "Members Present" line, along with the words ex officio, e.g.
  Present: Representatives Smith, Jones, Brown, White, and Young (ex officio).
- **SPECIAL NOTE:** The statement line should read as follows:
  [Mr. XXXXX's prepared statement follows:]
- When setting up Panels do so as instructed, but there is no need to set up each member of the Panel individually as they testify. Instead go from the first witness through to the last witness of the Panel, separating them by pulling the page after each one testifies or after an insert. For example (see next page):

TESTIMONY OF EDWARD M. SCOTT, EXECUTIVE VICE PRESIDENT, NATIONAL ASSOCIATION OF STATE AVIATION OFFICIALS; FREDERICK H. VOGT, DIRECTOR, AERONAUTICS DIVISION, TENNESSEE DEPARTMENT OF TRANSPORTATION; WILLIAM L. BLAKE DIRECTOR, DIVISION OF AERONAUTICS, ILLINOIS DEPARTMENT OF TRANSPORTATION; WILLARD G. PLENTL, JR., P.E., DIRECTOR OF AVIATION, DIVISION OF AVIATION, NORTH CAROLINA DEPARTMENT OF TRANSPORTATION; AND PHIL BOYER, PRESIDENT, AIRCRAFT OWNERS AND PILOTS ASSOCIATION, AOPA LEGISLATIVE ACTION

Mr. Scott. Thank you, Mr. Chairman, for having us and giving us the opportunity at this hearing dedicated on the issue of state block grants within AIP.

Let me first congratulate you on passage of the FAA reform bill earlier this week. That bill, as you know......so on and so forth.

(PULL PAGE)

Mr. Vogt. Thank you, Mr. Chairman and honorable members of this committee.

I have written testimony that I respectfully request be made part of the record. Thank you.

I mentioned that this state is not currently part of the block grant program. We are a channeling state, and that is about.....so on and so forth.

[The statement of Mr. Vogt follows:]

********** INSERT **********

(PULL PAGE) AND ON TO THE NEXT WITNESS.................

HANDLING OF INSERTS:

Do not three hole punch inserts. All inserts put together in order as they are designated in the transcript. Secure all inserts with binder clips or rubber bands. Then be sure the inserts are secured likewise behind the bound Original Transcript so they do not break away from each other when delivered.

TRANSCRIPT COPY REQUIREMENTS:

Original only of the transcript of proceedings on hearings and markups, with inserts, delivered by the Vendor.

P. Committee on Veterans' Affairs

LIST PRESENT ON TITLE PAGE: Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) The Chairman. (SUBS) Mr. -----
PANELS: Yes.

SPECIAL INSTRUCTIONS FOR VETERANS' AFFAIRS COMMITTEE:

- Carry the term Veterans' Administration and Veterans' Affairs, just that way.
- Duplicate names: Mr. Brown of South Carolina. and Ms. Brown of Florida.
- Inserts and Committee Inserts should be shown as:

[The statement of John Doe appears on p.]

********** INSERT **********

(PULL PAGE)

or

[The attachment appears on p.]

********** COMMITTEE INSERT **********

(PULL PAGE)

and leave spaces after p.] as shown. The Committee will fill in the page numbers.

HANDLING OF INSERTS:
Do not three hole punch inserts. All inserts are placed in the original transcript only. All inserts should be identified and designated throughout the transcript as instructed. Put all inserts together in order as they are designated in the transcript. Secure and mount on a back cover the full set of inserts just to the right of the three hole punches using binder clips, placing one on the top and bottom of the back cover. Then place them behind the last page of the transcript, when it concludes, and bind for delivery.

TRANSCRIPT COPY REQUIREMENTS
Original transcript of the proceedings on hearings and markups, with inserts, delivered by the Vendor.

Q. Committee on Ways and Means

LIST PRESENT ON TITLE PAGE: (HEARINGS.) Presiding.
(MARKUPS) Presiding and Members.
CHAIRMAN/SPEAKER ID: (FULL) Chairman Thomas.
(SUBS) Chairman -----.
PANELS: No.

SPECIAL INSTRUCTIONS FOR WAYS AND MEANS COMMITTEE:

- Carry Mr. Thomas as "Chairman Thomas," even in subcommittee hearings.
- Committee requires a WordPerfect 10.0 diskette for hearings ONLY (not markups). This file may be transmitted along with E-mail along with the electronic version of the hearing. The Official Reporters will transfer it to a diskette for delivery to the committee.
- Witnesses are **not** to be set up in Panels, even if they are called up in Panels. The witnesses are to be set up as if they were called individually with their name and title as they testify.
- **For Markups:** Indicate all inserts as if they are committee inserts regardless of whether the Reporter has them or not. The committee wants **ALL** documents returned - they just want to be flagged by using the "Committee Insert" notation.
- **For Markups:** On the title page list the Bill number and Subject/Title of each Bill preceded by "MARKUP OF", for example:

MARKUP OF H.R. 4578, TO ESTABLISH THE PROTECT SOCIAL SECURITY ACCOUNT, AND H.R. 4579, THE TAXPAYER RELIEF ACT OF 1998

- Duplicate names: Mr. Johnson of Texas. and Mrs. Johnson of Connecticut.
Mr. Lewis of Kentucky. and Mr. Lewis of Georgia.

HANDLING OF INSERTS
Hearings: Do not three hole punch inserts. All inserts put together in order as they are designated in the Transcript. Secure all inserts with binder clips or rubber bands. Then be sure the inserts are secured likewise behind the bound Original Transcript so they do not break away from each other when delivered.
Markups: All Inserts are to be handled and designated as COMMITTEE INSERTS throughout the transcript of proceedings. The Reporter should return with the transcripts any documents given to them at the markup.

TRANSCRIPT COPY REQUIREMENTS

Hearings and Markups:
Original of the transcript of proceedings, with inserts, delivered by the Vendor.

III. Title Page Instructions for Non-Appropriations Committees

Members and Staff Present Information:
To indicate Members present, list the majority members first in order of seniority, followed by the minority members in order of seniority. Be sure to first list the Chairman as well. If you have access to the House Website http://www.house.gov/ the page entitled "Committee Offices" will give you a current listing. If you do not have access, ask the staff at the hearing for a current listing.

Under “also present” list non-committee Members who are sitting as Members of the committee/subcommittee. This does not apply when a Member appears before a committee/subcommittee as a witness.

If required, obtain Staff Present List from the staff of the committee.

A. SAMPLE TITLE PAGE FOR COMMITTEES OTHER THAN APPROPRIATIONS

(Instructions are in parentheses and in boldface; line #s on left.)

1|RPTS VENDOR NAME
(When preparing this portion of the Title Page start the hearing title on the third line down, after the vendor name. Use only 44 spaces across from the hearing title through Washington, D.C.)
(Note: Number Lines/Pages containing text only consecutively, throughout the Transcript.)

2|HEARING ON LAW ENFORCEMENT RETIREMENT
3|Tuesday, February 22, 2005
4|House of Representatives,
5|Subcommittee on Regulatory Affairs,
6|Committee on Government Reform,
7|Washington, D.C.,

(Start "The subcommittee met...." on the 4th line down, after Washington, D.C.)
|
|
9| The subcommittee met, pursuant to call, at 10:00 a.m., in
10|Room 2154, Rayburn House Office Building, Hon. Candice S.
11|Miller[chairwoman of the subcommittee] presiding.
|
12| Present: Representatives Miller, Souder, and
13|Norton.
|
14| Also Present: Representative Cannon.
|
15| Staff Present: Lawrence J. Halloran, Staff Director and
16|Counsel; Anne Marie Finley, Professional Staff Member; Jesse S.
17|Bushman, Clerk; Alys Campaigne, Minority Professional Staff
18|Member; Phil Barnett, Minority Chief Counsel; and Benjamin
19|Hofstatter, Minority Staff Assistant.

(PULL PAGE AT THE END OF THE TITLE PAGE.)

B. SAMPLE TITLE PAGE FOR JOINT COMMITTEE HEARINGS

(Instructions are in parentheses and in boldface; line #s on left.)

1|RPTS VENDOR NAME
(When preparing this portion of the Title Page start the hearing title on the third line down, after the vendor name. Use only 44 spaces across from the hearing title through to Washington, D.C.) (Note: Number Lines/Pages containing text only consecutively throughout the Transcript.)

2|JOINT HEARING ON FAIR PAY
3|Wednesday, March 16, 2005
4|House of Representatives,
5|Committee on Financial Services,
6|joint with the
7|Committee on the Budget,
8|Washington, D.C.
(Start "The committee met...." on the 4th line down, after Washington, D.C.)
|
|
9| The committee met, pursuant to call at 10:30 a.m., in
10|Room 2128, Rayburn House Office Building, Hon. Michael G. Oxley
11|[chairman of the Committee on Financial Services]
12|presiding.
|
13| Present from Committee on Financial
14|Services: Representatives Oxley, Leach, Watts, and
15|Sherman.
|
16| Present from Committee on the Budget: Representatives
17|Nussle and Spratt.

(PULL PAGE AT THE END OF THE TITLE PAGE.)

C. SAMPLE TITLE PAGE FOR HOUSE/SENATE CONFERENCES

(Instructions are in parentheses and in boldface; line #s on left.)

1|RPTS VENDOR NAME
(Start the hearing title on the third line down, after the vendor name. Use only 44 spaces across from the hearing title through to Washington, D.C.)
(Note: Number Lines/Pages consecutively throughout the Transcript.)
|
2|HOUSE-SENATE JOINT CONFERENCE ON
3|INTERSTATE BANKING AND BRANCHING ACT
4|Friday, March 14, 2005
5|House of Representatives,
6|Committee on Financial Services,
7|Washington, D.C.
8| and
9|United States Senate,
10|Committee on Finance,
11|Washington, D.C.
(Start "The joint conference met...." on the 4th line down, after Washington, D.C.)
|
|
|
12| The joint conference met, pursuant to call, at 4:00 p.m.,
13|in Room 2128, Rayburn House Office Building, Hon. Michael
14|G. Oxley [chairman of the House Committee on
15|Financial Services] presiding.
|
16| Present: Representatives Oxley, Leach, Watt, and
17|Sherman.
18| Senators Roth and Chafee.

(PULL PAGE AT THE END OF THE TITLE PAGE.)

D. INSTRUCTIONS FOR TEXT FOR NON-APPROPRIATIONS HEARINGS

(SET UP OF WITNESSES AND INSERTS)

(PANEL SET UP; WHEN WITNESSES ARE INTRODUCED IN PANELS, THE ENTIRE PANEL IS SET UP FIRST, THEN AS EACH WITNESS TESTIFIES, THEY ARE SET UP BY NAME ONLY)

```
  |
19|STATEMENTS OF DENNIS JOHNSON, DIRECTOR, FEDERAL MANAGEMENT
20|AGENCY; ACCOMPANIED BY JOHN GRAY, ASSISTANT DIRECTOR, FEDERAL
21|MANAGEMENT;  MICHAEL STEVENS, PRESIDENT, NATIONAL
22|MANAGEMENT, INC.
  |
23|STATEMENT OF DENNIS JOHNSON
  |
24|    Mr. Johnson.  Thank you Mr. Chairman and members of this
25|subcommittee.  I am here to discuss and ..................
26|    [The statement of Mr. Johnson follows:]
  |
27|********** INSERT **********
  |(PULL PAGE)
  |
 (AT TOP OF NEXT PAGE)
28|STATEMENT OF MICHAEL STEVENS
  |
29|    Mr. Stevens.  I would like to inform this subcommittee of
30|the many concerns..............................
31|    [The statement of Mr. Stevens follows:]
  |
32|********** INSERT **********
  |(PULL PAGE)
```

(SET UP OF WITNESSES AND INSERTS)
(INDIVIDUAL SET UP)

```
33|STATEMENT OF PETER RICHSON, PRESIDENT, RICHSON AND CRISTON
34|ENTERPRISES
  |
35|    Mr. Richson.  Mr. Chairman and members of this committee.
36|I am delighted and pleased to inform you of the following......
37|    [The statement of Mr. Richson follows:]
  |
38|********** INSERT **********
 (PULL PAGE)
```

(SET UP AN OPENING STATEMENT OF A MEMBER OF A COMMITTEE IF REQUIRED BY THE COMMITTEE SPECIFICATION INSTRUCTIONS OR IF A MEMBER APPEARS BEFORE A COMMITTEE AS A WITNESS.)

```
  |
39|STATEMENT OF HON. RICHARD BURR, A REPRESENTATIVE IN CONGRESS
40|FROM THE STATE OF NORTH CAROLINA
  |
41|    Mr. Burr.  Mr.  Chairman, I appear before you today......
```

IV. APPENDIX A - HIR Hearing Codes

CTE. ABBREV.	SUB. CODE	COMMITTEE/SUBCOMMITTEE
HAG	**00**	**AGRICULTURE**
HAG	03	Livestock and Horticulture
HAG	14	Specialty Crops and Foreign Agriculture Programs
HAG	15	Conservation, Credit, Rural Development and Research
HAG	16	General Farm Commodities and Risk Management
HAG	22	Department Operations, Oversight, Dairy, Nutrition and Forestry
HAP	**00**	**APPROPRIATIONS**
HAP	01	Agriculture, Rural Devt., FDA, and Related Agencies
HAP	02	Defense
HAP	04	Foreign Operations, Export Financing, and Related Programs
HAP	06	Interior, Environment, and Related Agencies
HAP	07	Labor, HHS, and Education
HAP	10	Energy and Water Development
HAP	15	Homeland Security
HAP	18	Military Quality of Life and Veterans Affairs
HAP	19	Science, State, Justice, and Commerce
HAP	20	Transportation, Treasury, and HUD, The Judiciary, District of Columbia
HAS	**00**	**ARMED SERVICES**
HAS	02	Military Personnel
HAS	03	Readiness
HAS	25	Tactical Air and Land Forces
HAS	26	Terrorism, Unconventional Threats and Capabilities
HAS	29	Strategic Forces
HAS	30	Projection Forces
HBU	**00**	**BUDGET**
HED	**00**	**EDUCATION AND THE WORKFORCE**
HED	02	Employer-Employee Relations
HED	04	Select Education
HED	10	Workforce Protections
HED	13	21st Century Competitiveness
HED	14	Education Reform
HIF	**00**	**ENERGY AND COMMERCE**
HIF	02	Oversight and Investigations
HIF	03	Energy and Air Quality
HIF	14	Health
HIF	15	Environment and Hazardous Materials
HIF	16	Telecommunications and the Internet
HIF	17	Commerce, Trade and Consumer Protection
HBA	**00**	**FINANCIAL SERVICES**
HBA	04	Housing and Community Opportunity
HBA	09	Oversight and Investigations
HBA	15	Financial Institutions and Consumer Credit
HBA	16	Capital Markets, Insurance and Govt.-Sponsored Enterprises
HBA	19	Domestic and International Monetary Policy, Trade, and Technology
HGO	**00**	**GOVERNMENT REFORM**
HGO	06	Nat'l. Security, Emerging Threats, and International Relations
HGO	08	Regulatory Affairs
HGO	14	Criminal Justice, Drug Policy and Human Resources
HGO	22	Energy and Resources
HGO	23	Federalism and the Census
HGO	24	Government Management, Finance, and Accountability
HGO	25	Federal Workforce and Agency Organization
HHM	**00**	**HOMELAND SECURITY**
HHM	05	Intelligence, Information Sharing, and Terrorism Risk Assessment
HHM	06	Prevention of Nuclear and Biological Attack
HHM	07	Economic Security, Infrastructure Protection, and Cybersecurity
HHM	08	Emergency Preparedness, Science, and Technology
HHM	09	Management, Integration, and Oversight
HFA	**00**	**INTERNATIONAL RELATIONS**
HFA	05	Asia and the Pacific
HFA	07	Western Hemisphere
HFA	13	Middle East and Central Asia
HFA	14	Europe and Emerging Threats
HFA	16	Africa, Global Human Rights and International Relations
HFA	17	Oversight and Investigations
HFA	18	International Terrorism and Nonproliferation

HJU	**00**	**JUDICIARY**
HJU	01	Immigration, Border Security, and Claims
HJU	03	Courts, the Internet, and Intellectual Property
HJU	08	Crime, Terrorism and Homeland Security
HJU	09	Commercial and Administrative Law
HJU	10	Constitution
HJU	11	Task Force on Antitrust
HII	**00**	**RESOURCES**
HII	06	Energy and Mineral Resources
HII	10	National Parks
HII	13	Water and Power
HII	15	Fisheries and Oceans
HII	20	Forests and Forest Health
HSY	**00**	**SCIENCE**
HSY	12	Technology Policy Task Force
HSY	14	Research
HSY	16	Space and Aeronautics
HSY	19	Environment, Technology, and Standards
HSY	20	Energy
HSM	**00**	**SMALL BUSINESS**
HSM	17	Regulatory Reform and Oversight
HSM	19	Tax, Finance and Exports
HSM	21	Rural Enterprises, Agriculture, and Technology
HSM	22	Workforce, Empowerment, and Government Programs
HPW	**00**	**TRANSPORTATION AND INFRASTRUCTURE**
HPW	02	Water Resources and Environment
HPW	05	Aviation
HPW	07	Coast Guard and Maritime Transportation
HPW	12	Highways, Transit and Pipelines
HPW	13	Economic Development, Public Buildings and Emergency Management
HPW	14	Railroads
HVR	**00**	**VETERANS AFFAIRS**
HVR	03	Health
HVR	08	Oversight and Investigations
HVR	09	Disability Assistance and Memorial Affairs
HVR	10	Economic Opportunity
HWM	**00**	**WAYS AND MEANS**
HWM	01	Social Security
HWM	02	Health
HWM	03	Human Resources
HWM	04	Trade
HWM	05	Select Revenue Measures
HWM	06	Oversight

Appendix D

OFFICE OF THE CLERK

U.S. HOUSE OF REPRESENTATIVES

Washington, D.C. 20515

ELECTRONIC DATA TRANSCRIPT SPECIFICATIONS

March 28, 2005

TABLE OF CONTENTS

GENERAL FILE SPECIFICATIONS

(1) Input: e-mail attached file

Deliver electronic transcript as an ascii file attached to an e-mail addressed to ***transcripts@mail.house.gov.*** File name shall be the 9-character House Committee Hearing Number.

Hard copy transcript, with inserts, to be delivered as as specified in Section C.3.A.

(2) **Modes:** Modes are used to identify different data elements and are indicated by using the following octal values for ascii characters:

Mode (0) = [octal 60] Mode (2) = [octal 62] (not used)

Mode (1) = [octal 61] Mode (3) = [octal 63]

An ascii mode is indicated by [octal 07] followed by an ascii code of octal 60 thru 63.

NOTE: Mode (2) Octal 62 is not used.

The following mode rules apply when entering hearing text:

(a) All text, except statement headings and speakers names, appears in mode (0).

(b) Statement heading appears in mode(1). (ALL CAPITAL LETTERS.)

(c) Speakers name appears in mode(3). (INITIAL CAPS ONLY).

(3) Specific Data Codes: (ascii)

(a) Start-of-paragraph: The beginning of a paragraph must start with a space [octal 40], followed by an em [octal 30]. The em will cause the paragraph to be indented.

(b) End-of-paragraph: A paragraph is ended by a quad left code [octal 02].

(c) Spaces: No more than one space is required, including after a period. Spaces at the end of a line or record must be stripped.

(d) Page numbers: Page numbers are generated by the hearing publication system and therefore are not required.

(e) Page breaks: To force a page to break the following code must be used: [octal 16], [octal 146], [octal 142], [octal 17].

(f) Trailing thought: EM dash [octal 137], no space before, indicates a trailing thought. An EM dash [octal 137] used between two words, requires no space before or after.

(g) Bracketed material: Brackets [octal 133] and [octal 135] are required to indicate a comment, a supplied omission, or an interpolation.

(h) Quoted material: Two opening quotes [octal 140] [octal 140] and two closing quotes [octal 47] [octal 47] are required to indicate quoted material.

SAMPLE LEGISLATIVE HEARING WITH CODES

Octal Values for ascii Characters

(codes are enclosed in brackets)

[octal 63] RPTS VENDOR NAME[octal 60, octal 2]

[octal 2]

[octal 2]

[octal 7, octal 60]H.R. 9030[octal 2]

ADMINISTRATION'S WELFARE PROPOSAL[octal 2]

Thursday, March 10, 2005[octal 2]

House of Representatives,[octal 2]

Subcommittee on Social Security,[octal 2]

Committee on Ways and Means,[octal 2]

Washington, D.C.[octal 2]

[octal 2]

[octal 2]

[octal 2]

[octal 40, octal 30]The subcommittee met, pursuant to notice, at 10:00 a.m., in Room 1100, Longworth House Office Building, Honorable E. Clay Shaw, Jr. [chairman of the subcommittee] presiding.[octal 16, octal 146, octal 142, octal 17, octal 2]

(NOTE: `THE SUBCOMMITTEE MET' PARAGRAPH STARTS ON THE 14th LINE)

[octal 40, octal 30]Mr. [octal 7, octal 63]Shaw. [octal 7, octal 60]The Social Security Subcommittee will come to order.[octal 2]

[octal 40, octal 30]We are pleased to welcome as our first witnesses this morning Mr. Bert Seidman and Mr. Robert McGlotten and Mary Logan, all friends of the Ways and Means Committee who have had a deep interest in legislation that benefits this country for a long, long time.[octal 2]

[octal 40, octal 30]We are pleased to welcome you to the committee. You may proceed. If you have written statements, we would like you to submit them and they will appear in full in the record.[octal 2]

NOTE: *This sentence contains an example of* ``[octal 140, octal *140] opening and closing quotation marks*''[octal 47, octal 47] *and an em*--[octal 137]*dash.*[octal 16, octal 146, octal 142, octal 17, octal 2]

[octal 7, octal 61]STATEMENTS OF BERT SEIDMAN, DIRECTOR, DEPARTMENT OF SOCIAL SECURITY; MARKLEY ROBERTS, ECONOMIST; AND MARY LOGAN, ASSISTANT DIRECTOR, DEPARTMENT OF SOCIAL

SECURITY, ON BEHALF OF AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS.[octal 2]

[octal 2]

STATEMENT OF BERT SEIDMAN[octal 2]

[octal 2]

[octal 40, octal 30, octal 7, octal 60]Mr. [octal 7, octal 63]Seidman.[octal 7, octal 60] Robert McGlotten is unable to be with us. With us, however, is Mary Logan, Assistant Director of our Social Security Department and a specialist in the fields of welfare, child care, and social services, and Markley Roberts, who is an economist in our Research Department and is a specialist in programs related to manpower and employment and training.[octal 2]

[octal 40, octal 30]Mr. Chairman and members of the subcommittee, when the AFL-CIO Executive Council met on May 4, 2005, it issued a statement reaffirming our position that the nation's welfare system was intended to serve as a last line of defense for people who cannot work or who should not be expected to work. Instead, the welfare program has had to assume the burden of an ineffective national employment policy, a faltering educational system, the lack of health security, inadequate social insurance and the failure of job development and training programs.[octal 2]

[octal 40, octal 30]The Council called for effective measures which would establish separate programs to meet the needs of the three distinct groups of people currently forced to rely on the welfare system: (1) those whose life circumstances do not allow them to work in paid jobs (the very young, the very old, the sick and disabled and those who must care for young children), (2) those who could work in paid jobs if proper training, job development and placement services were available, and (3) those who are working but whose wages are too low to keep them out of poverty.[octal 2]

[octal 40, octal 30]The Executive Council's statement is attached to my statement and I request that it be included in the hearing.[octal 2]

[octal 40, octal 30]Mr. [octal 7, octal 63]Shaw.[octal 7, octal 60] Without objection, it will be included.[octal 2]

[octal 40, octal 30][The information follows:][octal 2]

[octal 40, octal 30, octal 2]

********** COMMITTEE INSERT **********[octal 16, octal 146, octal 142]

octal 17, octal 2]

[octal 40, octal 30]Mr. [octal 7, octal 63]Seidman.[octal 7, octal 60] The general thrust and the accompanying explanations of the President's welfare reform program give the appearance of being along the lines of AFL-CIO policy--with the focus being on a basic federal cash benefit for those families who are unable to work, work and training placement in regular employment for those able to work, and income supplements for the working poor through the tax system. However, the program designed to achieve these goals, unless radically changed, would fall far short of providing the poor with decent jobs or adequate income.[octal 2]

[octal 40, octal 30]For those people who are unable to work, the Administration's proposal which is contained in H.R. 9030 would provide a federal payment of $4,200 a year--less than 2/3 of the poverty level and less than families in 38 states are currently receiving from AFDC and food stamps. Even measured against only AFDC benefits and disregarding food stamps, the proposed levels are below existing payments in 23 states. Thus, the proposed levels are inadequate by even the poorest of standards. They fall far below the poverty level which is based on a bare austerity diet providing little else that the family needs to live on besides a rock-bottom minimum of food and shelter.[octal 2]

[octal] 40, octal 30][Whereupon, at 1:50 p.m., the Subcommittee was adjourned.][octal 2]

SAMPLE LEGISLATIVE HEARING AFTER CONVERSION

RPTS VENDOR NAME

H.R. 9030

ADMINISTRATION'S WELFARE PROPOSAL

Thursday, March 10, 2005

House of Representatives,

Subcommittee on Social Security,

Committee on Ways and Means,

Washington, D.C.

The subcommittee met, pursuant to notice, at 10:00 a.m., in Room 1100, Longworth House Office Building, Honorable E. Clay Shaw, Jr. [chairman of the subcommittee] presiding.

Mr. Shaw. The Social Security Subcommittee will come to order.

We are pleased to welcome as our first witnesses this morning, Mr. Bert Seidman and Mr. Robert McGlotten and Mary Logan, all friends of the Ways and Means Committee who have had a deep interest in legislation that benefits this country for a long, long time.

____We are pleased to welcome you to the committee. You may proceed. If you have written statements, we would like you to submit them and they will appear in full in the record.

STATEMENTS OF BERT SEIDMAN, DIRECTOR, DEPARTMENT OF SOCIAL SECURITY; MARKLEY ROBERTS, ECONOMIST; AND MARY LOGAN, ASSISTANT DIRECTOR, DEPARTMENT OF SOCIAL SECURITY, ON BEHALF OF AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS.

STATEMENT OF BERT SEIDMAN

____Mr. Seidman. Robert McGlotten is unable to be with us. With us, however, is Mary Logan, Assistant Director of our Social Security Department and a specialist in the fields of welfare, child care, and social services, and Markley Roberts, who is an economist in our Research Department and is a specialist in programs related to manpower and employment and training.

Mr. Chairman and members of the subcommittee, when the AFL-CIO Executive Council met on May 4, 2005, it issued a statement reaffirming our position that the nation's welfare system was intended to serve as a last line of defense for people who cannot work or who should not be expected to work. Instead, the welfare program has had to assume the burden of an ineffective national employment policy, a faltering educational system, the lack of health security, inadequate social insurance and the failure of job development and training programs.

The Council called for effective measures which would establish separate programs to meet the needs of the three distinct groups of people currently forced to rely on the welfare system: (1) those whose life circumstances do not allow them to work in paid jobs (the very young, the very old, the sick and disabled and those who must care for young children), (2) those who could work in paid jobs if proper training, job development and placement services were available, and (3) those who are working but whose wages are too low to keep them out of poverty.

The Executive Council's statement is attached to my statement and I request that it be included in the hearing.

____Mr. Shaw. Without objection, it will be included.

[The information follows:]

********** COMMITTEE INSERT **********

____Mr. Seidman. The general thrust and the accompanying explanations of the President's welfare reform program give the appearance of being along the lines of AFL-CIO policy--with the focus being on a basic federal cash benefit for those families who are unable to work, work and training placement in regular employment for those able to work, and income supplements for the working poor through the tax system. However, the program designed to achieve these goals, unless radically changed, would fall far short of providing the poor with decent jobs or adequate income.

____For those people who are unable to work, the Administration's proposal which is contained in H.R. 9030 would provide a federal payment of $4,200 a year--less than 2/3 of the poverty level and less than families in 38 states are currently receiving from AFDC and food stamps. Even measured against only AFDC benefits and disregarding food stamps, the proposed levels are below existing payments in 23 states. Thus, the proposed levels are inadequate by even the poorest of standards. They fall far below the poverty level which is based on a bare austerity diet providing little else that the family needs to live on besides a rock-bottom minimum of food and shelter.

[Whereupon, at 1:50 p.m., the Subcommittee was adjourned.]

SAMPLE APPROPRIATION TITLE PAGE WITH CODES

[octal 63]RPTS VENDOR NAME[octal 60] [octal 2]

[octal 2]

[octal 2]

[octal 2]

[octal 7, octal 60]DEPARTMENTS OF LABOR, HEALTH[octal 2]

AND HUMAN SERVICES, AND EDUCATION, AND RELATED[octal 2]

AGENCIES APPROPRIATIONS FOR 2006[octal 2]

[octal 2]

Wednesday, April 6, 2005[octal 2]

[octal 2]

[octal 2]

[octal 2]

DEPARTMENT OF EDUCATION[octal 2]

[octal 2]

WITNESSES[octal 2]

[octal 2]

MARGARET SPELLINGS, SECRETARY[octal 2]

EDWARD R. McPHERSON, UNDER SECRETARY[octal 2]

RAYMOND JOSEPH SIMON, ASSISTANT SECRETARY[octal 2]

THOMAS P. SKELLY, DIRECTOR, BUDGET SERVICE[octal 16, octal 146, octal 142, octal 17, octal 2]

SAMPLE APPROPRIATION TITLE PAGE AFTER CONVERSION

RPTS VENDOR NAME

DEPARTMENTS OF LABOR, HEALTH

AND HUMAN SERVICES, EDUCATION, AND RELATED

AGENCIES APPROPRIATIONS FOR 2006

Wednesday, April 6, 2005

DEPARTMENT OF EDUCATION

WITNESSES

MARGARET SPELLINGS, SECRETARY

EDWARD R. McPHERSON, UNDER SECRETARY

RAYMOND JOSEPH SIMON, ASSISTANT SECRETARY

THOMAS P. SKELLY, DIRECTOR, BUDGET SERVICE

Table A

Octal Value for ascii Character Codes

0:	null	40:		space	100:	@	atsign	140:	`	opnqte
1:	bullet	41:	!	exclam	101:	A	cap A	141:	a	lower case a
2:	ql	42:	"	inchmk	102:	B	cap B	142:	b	lower case b
3:	qr	43:	#	pound	103:	C	cap C	143:	c	lower case c
4:	qc	44:	$	dollar	104:	D	cap D	144:	d	lower case d
5:	qm	45:	%	percnt	105:	E	cap E	145:	e	lower case e
6:	section	46:	&	amper	106:	F	cap F	146:	f	lower case f
7:	BELL	47:	'	apos	107:	G	cap G	147:	g	lower case g
10:	frac13	50:	(	parenl	110:	H	cap H	150:	h	lower case h
11:	endash	51:	)	parenr	111:	I	cap I	151:	i	lower case i
12:	check	52:	*	astrsk	112:	J	cap J	152:	j	lower case j
13:	cent	53:	+	plus	113:	K	cap K	153:	k	lower case k
14:	paramk	54:	,	comma	114:	L	cap L	154:	l	lower case l
15:	merge	55:	-	hyphen	115:	M	cap M	155:	m	lower case m
16:	scmd	56:	.	period	116:	N	cap N	156:	n	lower case n
17:	ecmd	57:	/	slash	117:	O	cap O	157:	o	lower case o
20:	frac2/3	60:	0	zero	120:	P	cap P	160:	p	lower case p
21:	frac1/8	61:	1	one	121:	Q	cap Q	161:	q	lower case q
22:	frac1/4	62:	2	two	122:	R	cap R	162:	r	lower case r
23:	frac3/8	63:	3	three	123:	S	cap S	163:	s	lower case s
24:	frac1/2	64:	4	four	124:	T	cap T	164:	t	lower case t
25:	frac5/8	65:	5	five	125:	U	cap U	165:	u	lower case u

26:	frac3/4	66:	6	six	126:	V	cap V	166:	v	lower case v
27:	frac7/8	67:	7	seven	127:	W	cap W	167:	w	lower case w
30:	em	70:	8	eight	130:	X	cap X	170:	x	lower case x
31:	en	71:	9	nine	131:	Y	cap Y	171:	y	lower case y
32:	frac1/5	72:	:	colon	132:	Z	cap Z	172:	z	lower case z
33:	frac2/5	73:	;	semi	133:	[	brackl	173:		bracel
34:	dishy	74:	<	less	134:		backsl	174:		linend
35:	comphy	75:	=	equals	135:	]	brackr	175:		bracer
36:	dagger	76:	>	greatr	136:		arrowu	176:		arrowd
37:	copyrt	77:	?	questn	137:		em dash	177:		black box

Appendix E

UNITED STATES HOUSE OF REPRESENTATIVES

VOUCHER

Initiating Office	Committee Name	Date Prepared
	(Initiating Office)	(Date)
Voucher Number	Finance Office Code	

DATE(S) OF SERVICES	PAYEE (Names, Address and Zip Code)	DESCRIPTION OF ARTICLES OR SERVICES (Include Quantity and Unit Price, if applicable)	PREPARED BY:
Hearing Date (Mo.) (Day) (Yr.) To (Mo.) (Day) (Yr.)	**Vendor Name and Address** **Note:** Abbreviate, when necessary, due to limited space	Original transcript, Full Committee, 120 net pgs. of reported text at $10.50 per pg = $1260, Daily Copy, HIF022.000	(DO NOT WRITE IN THIS SPACE)
		PAYEE'S INVOICE NUMBERS	AMOUNT
		Vendor Invoice Number	$1,260.00
Hearing Date (Mo.) (Day) (Yr.) To (Mo.) (Day) (Yr.)	**Vendor Name and Address**	Late Cancel., Appearance Fee or total net pgs times rate does not equal minimum fee, SubC on Health. Minimum Charge, HIF 029.140	(DO NOT WRITE IN THIS SPACE)
		PAYEE'S INVOICE NUMBERS	AMOUNT
		Vendor Invoice Number	$250.00
Hearing Date (Mo.) (Day) (Yr.) To (Mo.) (Day) (Yr.)	**A separate House Voucher must be used for each committee. Sign the completed House Voucher on the bottom left hand side. FAX the completed House Voucher and supporting materials needed to (202) 225-3308 for processing.**	Original transcript, SubC. On Energy, 125 net pgs. at $6.80 per pg = $850.00, Ord. Copy, 5 net pgs of copied-in text at $3.40 per pg = $17.00, HIF043.030	(DO NOT WRITE IN THIS SPACE)
		PAYEE'S INVOICE NUMBERS	AMOUNT
		Vendor Invoice Number	$867.00
Hearing Date (Mo.) (Day) (Yr.) To (Mo.) (Day) (Yr.)	**Vendor Name and Address**	Original transcript, Full Committee 212 net pgs of reported text at $6.80 per pg. = $1441.60, Ord. Copy, after 6pm, 31 pgs at $2.00 per pg. = $62.00, HIF044.000	(DO NOT WRITE IN THIS SPACE)
		PAYEE'S INVOICE NUMBERS	AMOUNT
		Vendor Invoice Number	$1,503.60
Hearing Date (Mo.) (Day) (Yr.) To (Mo.) (Day) (Yr.)	**Vendor Name and Address**	Original transcript, SubC. on Commerce, 100 net pgs. at $8.25 per pg. = $825.00, Exp. Copy, 10 pgs of Laid-In (xeroxed) material at $0.25 = $2.50, HIF045.170	(DO NOT WRITE IN THIS SPACE)
		PAYEE'S INVOICE NUMBERS	AMOUNT
		Vendor Invoice Number	$827.50
House Resolution Number (if applicable):		**GRAND TOTAL**	$4,708.10

I CERTIFY (1) that the above articles have been received in good condition and are of the quality and in the quality above specified, or the services were performed as stated; (2) that they are in accordance with the orders therefore; and (3) that the prices charged are just, reasonable, and in accordance with the agreement.

Signature of authorizing official — (Counter endorsement, if required by authorizing official)

Leave Blank — (Authorizing officials signature)

Vendor Name and Title — (Title)

(Title)